



Town of Winchester  
 Select Board, 71 Mt. Vernon Street, Winchester MA 01890  
**STAGING PERMIT APPLICATION**

Complete this application and return it to the Winchester Select Board. Under no circumstances may work be started until an approved Staging Permit is obtained, and the appropriate fees (\$25) paid in full. *Please make check out to Town of Winchester.*

The undersigned respectfully applies for a permit to erect staging/ladders for the purpose of:

There is an existing retractable awning located at Starbucks (542 Main St) that was damaged in a wind storm.  
We are looking to remove the existing damaged awning and replace it like for like. We would only need ladders.

Requested dates of use of Town property: ASAP - the work should not take more than a few hours

Project Address: 542 Main St

Business/Owner: Starbucks - Sang Yun Telephone: 617-559-3659

Business Owner's Address: 275 Grove St., Auburndale, MA 02466

Property Owner: Locatellis Winchester Realty Trust - Kevin Foley Telephone: 617-484-2200

Property Owner's Address: 67 Leonard St., Belmont, MA

Staging Contractor: Viewpoint Sign & Awning Telephone: 508-393-8200

Staging Contractor's Address: 35 Lyman St., Northboro, MA 01532

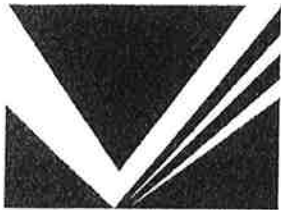
Applicant Email Address LCronin@viewpointsign.com (Lauren Delarda - Viewpoint Sign & Awning)

The Select Board may request that the Design Review Committee, prior to approval, review this application.

*I hereby certify that the dimensions and other information on this application and plans or sketch submitted herewith are correct, and that all applicable provisions of Statutes, Regulations and By-Laws will be complied with. The above is subscribed to and executed by me under the penalties of perjury in accordance with Section 1-A of Chapter 268, General Laws.*

Signature of the Owner or Lessee: See Attached Letter Date: 3/10/2021

<b>For office purposes only:</b>			
Has the petitioner filed with the Town an insurance policy in the amount of \$300,000 for bodily injury, \$500,000 per accident, and \$300,000 in property damage naming the Town of Winchester as co-insured?	Yes ___	No ___	
Has the Winchester Building Department approved a Sign Permit?	Yes ___	No ___	Date ___
Referred to the Design Review Committee	Yes ___	No ___	Date ___
Approval date by the Select Board			Date ___



**ViewPoint**  
SIGN AND AWNING

35 Lyman Street  
Northboro, MA 01532

508 393-8200  
508 393-4244 Fax  
signs@ViewPointSign.com  
www.ViewPointSign.com

**INTERIOR/EXTERIOR  
SIGNAGE**

- Electric
- Architectural
- Dimensional
- Wayfinding
- Channel Letters
- LED/Neon
- Electronic Message Centers
- Digital Graphics

**AWNINGS**

- Commercial
- Backlit
- Canvas
- Retractable

**SIGN SERVICE**

**ARCHITECTURAL  
METAL FABRICATION**

**VEHICLE GRAPHICS**

**MEMBERS**

- Massachusetts Sign Association
- Rhode Island Sign Association
- International Sign Association
- Northeast States Sign Association
- North East Canvas Products Association
- Industrial Fabrics Association International

UL LISTED FABRICATORS

**Landlord Authorization**

Date: 3.4.21

To whom it may concern:

I, Kevin C. Foley

Owner of the property located at 542 Main Street  
Winchester, MA. 01890

Do hereby consent to allow **Jeff Kwass** of ViewPoint Sign and Awning to act on my behalf pertaining to permitting and installation of signs and/or awnings for the property named above.

Sincerely,

Locatelli's Winchester  
Realty Trust

By: Kevin C. Foley  
Kevin C. Foley, Trustee.  
Not Individually

Address 67 Leonard Street, Belmont, MA.

Telephone 617.484.2200

Email: mailbox@locatelliproperties.com  
(Please print carefully)

Deeded name of property:

Locatelli's Winchester Realty Trust.

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PHOTOS OF EXISTING DAMAGED AWNING  
\*NEEDS TO BE REPLACED\*