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*Penny St. Louis Littell- Director of Planning and Urban Development
Marge Schmuckal, Zoning Administrator*

June 17, 2010

John & Adeline I. Irace Trustees
49 Thornhurst Road
Falmouth, ME 04105

RE: 158-160 (called 162) Eastern Promenade – 003-A-007 – R-6 Zone

Dear Sirs/Madams:

It has recently come to the attention of this office that the property you own at 162 Eastern Promenade has been changed from a single family dwelling to a three family dwelling. Our files show no evidence that required permit applications were received for the change of use. There is also no certificate of occupancy on file for the three family use. It is noted that the Assessor's record show the property to be a three family. Please remember that the role of the Assessor's office is to assess property on the current uses whether they have been legitimized or not. It is the role of the Zoning division to be sure properties are compliant with land use zoning regulations.

If you have any paper work evidence that is missing from our files showing that these units were reviewed and approved in the past, please submit that information so we can make it part of our records. If you have no such evidence, it will be necessary at this time to legitimize the current three family use by applying for a change of use permit. I am including an application for the legalization of nonconforming dwelling units. Please fill out the application and return the form with the required appropriate information within thirty days of the receipt of this letter.

If you have any other questions, please do not hesitate to contact me at 874-8695.

Sincerely,

Marge Schmuckal
Zoning Administrator