201 502 465 EXAMPLE Notice Letter

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 12/30/15

October 27, 2015

Sahara Club
135 Washington Ave.
Portland, ME 04101

Dear Neighbor:

I am planning renovations to our building at 131 Washington Avenue. As part of this work, the middle portion of the building, the ell connecting the two buildings, will be demolished and rebuilt. I expect this work to begin sometime in January of 2016. I'm notifying you in advance as required by the City of Portland.

The work will be completed by Papi and Romano Builders, in accordance with all applicable codes and zoning standards. If you have any questions, please feel free to contact me.

Best Regards,

Jon Edwards
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207.415.4279
PO Box 715
South Freeport, ME 04078

Mailed USPS 10/28/15