



PORTLAND MAINE

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*Director of Planning and Urban Development
Penny St. Louis Littell*

*Inspection Services, Director
Tammy Munson*

June 23, 2011

CBS PROPERTIES
ATTN: CLARK STEPHENS
P. O. BOX 4818
PORTLAND, ME 04112

Regular & Certified Mail #7010 1870 0002 8136 5274

CBL: 013 B007001
Located at 31 OXFORD ST.

Dear Mr. Stephens,

An inspection at the above referenced property on June 22, 2011 by me, inspector Jeanie Bourke and Officer Steve Black revealed that this dwelling is being used as a Rooming House. The current legal use of this property is 3 dwelling units. It appears that the first and second floor units are being rented as dwelling units and the third floor is rented as 3 individual rooms. An approved permit is required to change the use of your building. To date, this office has not received an application requesting that the dwelling be changed to a Rooming House.

This is a Notice of Violation pursuant to Section 14-57 of the Land Use Ordinance and Section 6-118 of the Housing Code of the City of Portland. The above referenced use of the property violates Section 14-463, **Certificate of Occupancy Required**, which states, "*No building or part thereof shall be constructed, altered, enlarged or moved unless a permit for such action has been issued by the building authority. Applications for building permits and certificates of occupancy required by the building code shall also serve as applications for permits required by this article.*"

In addition, the interior condition of the property has deteriorated, is unsanitary and unkempt. Although we did not enter each dwelling, attached is a list of observed Housing violations.

If you choose to change the use of this property an application for permit with the necessary documents attached must be submitted to this office within 30 days. If not, you will be required to sign a consent decree stating that the dwelling in question will continue to be used as approved, with 3 dwelling units.

The attached Housing violations shall be corrected within 7 days of the date of this notice. Unless we hear from you earlier, an inspection for compliance is scheduled for June 30, 2011 at 1:00.

(Pursuant to Section 14-472 and Section 6-127), you have the right to appeal my decision concerning use and housing violations. If you wish to exercise your right to appeal land use, you have 30 days from the date of this letter in which to appeal. If you should fail to do so, my decision is binding and not subject to appeal. Please contact this office for the necessary paperwork that is required to file an appeal. If you wish to exercise your right to appeal housing violations, it may be taken to the superior court in accordance with Rule 80B or the Maine Rules of Civil Procedure.

If you wish to discuss the matter or have any questions, please contact me at any time.

Sincerely,

Nick Adams @ (207) 874-8789
Code Enforcement Officer