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*Lee Urban- Director of Planning and Development
Marge Schmuckal, Zoning Administrator*

November 16, 2007

Clark B. Stevens
PO Box 4818
Portland, ME 04112

RE: 34 Oxford Street – 013 D001 - R-6 – illegal dwelling units

Dear Mr. Stevens,

I sent you a letter on September 20, 2007 about the illegal dwelling units in the building you own at 34 Oxford Street. I told you that you had thirty days from September 20, 2007 to apply to legalize the illegal dwelling units or remove them. It is now well past the thirty days and our office has not received an application to legalize the illegal units.

You have fourteen days from the date of this letter to apply to legalize the illegal units or remove them. An inspection has been scheduled for November 30, 2007 to confirm that the illegal units have been removed unless we have received the application to legalize the illegal units by that date. If we have not received an application to legalize the units or they are still there on November 30, 2007, we will turn the matter over to our corporation counsel, and they may begin legal proceedings to bring the use of your property into compliance

I have enclosed a copy of the September 20, 2007 letter and an application for Legalization of Nonconforming Dwelling Units. Please feel free to call me at 874-8709 if you have any questions.

Yours Truly,

Ann B. Machado
Zoning Specialist
(207) 874-8709