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

January 24, 2008

Clark B. Stevens
PO Box 4818
Portland, ME 04112

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

Dear Mr. Stevens,

I am writing this letter as a follow up to the two letters that I sent you previously about legalizing the two illegal units at your property at 34 Oxford Street. It is also a follow up to the two times I spoke to you at the counter and the various phone calls that we have had. The original letter dated September 20, 2007 gave you thirty days to get the legalization application in. When we did not receive an application within the thirty-day period, I sent you a second letter giving you until November 30, 2007 to submit the application. You came into our office on November 30, 2007, but the application was incomplete. I gave you until December 7, 2007 to submit a complete application. You came in on December 7, 2007, but you were still missing the floor plan for one apartment. You told me that you couldn't get into that apartment to measure it. I asked you to bring it in as soon as possible. We talked on the telephone on January 11, 2008, and you told me that you still didn't have the measurements. I told you to do a rough sketch and submit the application.

It is now January 24, 2008 and we still have no application. You have seven days from today to submit the application. If we do not receive it by January 31, 2008, you will be required to remove the two dwelling units that are illegal to bring the property into compliance as a two unit.

Please feel free to call me at 874-8709 if you have any questions.

Yours Truly,

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