



# PORTLAND MAINE

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

September 20, 2007

Clark B. Stevens  
PO Box 4818  
Portland, ME 04112

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

Dear Mr. Stevens,

It has come to the attention of our office that you have three illegal dwelling units at your property at 34 Oxford Street. Our records show that a building permit (#84/371) was issued April 24, 1984 to make alterations to the existing building. Included in that permit was a letter dated April 23, 1984 from P. Samuel Hoffses, Chief of Inspection Services, to the owner, Peter J. Rogers, which stated that the City of Portland recognized the sanctioned use of the building as a two family dwelling and that the other three units were illegal. This is the most recent permit in our records, therefore the three units have never been legalized, and the legal use of the building is two dwelling units.

Section 14-391 of the ordinance outlines a process where properties with existing illegal dwelling units may be recognized as a legal nonconforming use. I have enclosed a copy of the application for Legalization of Nonconforming Dwelling Units that explains what you need to do to apply. It also includes a copy of section 14-391 of the ordinance. If the zoning administration cannot approve the application based on the evidence submitted or if an owner of any property within 300' of the structure objects, then the applicant can file a Conditional Use Appeal to the Zoning Board of Appeals. If the application is denied, then you will be required to remove the illegal dwelling unit.

You have thirty days from the date of this letter to either file an application for the Legalization of Nonconforming Dwelling Units or remove the illegal units. Please feel free to call me at 874-8709 if you have any questions. I have enclosed a copy of the April 23, 1984.

Yours Truly,

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

