



PORTLAND MAINE

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

*Inspection Services, Director
Tammy Munson*

May 11, 2011

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

Regular & Certified Mail #7010 1870 0002 8136 5120

CBL: 013 D0010011
Located at 34 OXFORD ST.

Dear Mr. Stephens,

It has come to the attention of this office that the dwelling at the above referenced property is being used as a Rooming House. The current legal use of this property is a 2-family dwelling. After final inspections from building and fire inspectors, an approved permit (#080096) was issued on February 9, 2011 to legalize 2 additional dwelling units; however a Certificate of Occupancy has not been issued. An additional 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 of the City of Portland. The above referenced property violates Section 14-463, **Certificate of Occupancy Required**, which states that *“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.”*

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, in order for a Certificate of Occupancy to be issued, you will be required to sign a consent decree stating that the dwelling in question will continue to be used as approved, with 4 dwelling units.

(Pursuant to Section 14-472), you have the right to appeal my decision concerning use. If you wish to exercise your right to appeal, 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 discuss the matter or have any questions, please contact me at any time.

Sincerely,

Jeanie Bourke @ (207) 874-8715
Code Enforcement Officer/Plan Reviewer