



Drummond & Drummond

A Limited Liability Partnership
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Via email: buildinginspections@portlandmaine.gov

City of Portland
Inspections Division
389 Congress Street, Room 315
Portland, Maine 04101

Re: Application to Convert to Condominium Units

Dear Inspections Division Staff:

Enclosed please find an application to convert the vacant property at 61 Monument Street (formerly a four-family property) into four condominium units. Because the property was vacant when acquired by our client, there was no need to send notices to tenants. There are no other documents, plans or materials needed for this conversion application. Please call my assistant, Fatima Lima, at 774-0317, to arrange payment of the fees.

Please contact me if you have any questions about this conversion permit application. When the permit is issued, please send it to me by email or at the address above. Thank you for your prompt review and anticipated approval.

Very truly yours,

Nathaniel R. Huckel-Bauer, Esq.

NRH/fl
Enclosures