

**Ann Machado - RE: 97 Newbury St. Permit #2013-01947 - Change of Use**

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**From:** Betsy Graves <betsy\_graves@hotmail.com>  
**To:** Ann Machado <amachado@portlandmaine.gov>  
**Date:** 9/10/2013 11:16 AM  
**Subject:** RE: 97 Newbury St. Permit #2013-01947 - Change of Use  
**Attachments:** 97 Newbury COU Admin Auth.pdf

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Hi Ann

Thanks for your call and email.

Attached is the Admin Authorization Form...sorry! Do I owe you \$50?

3rd floor remains vacant.

Please let me know if you need anything else

Betsy

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Date: Tue, 10 Sep 2013 10:40:20 -0400  
From: AMACHADO@portlandmaine.gov  
To: betsy\_graves@hotmail.com  
Subject: 97 Newbury St. Permit #2013-01947 - Change of Use

Betsy -

Two things.

One, you need to submit the administrative authorization application to Planning. The permit can't be issued without this approval.

Two, the previous permits gave the use of the third floor as vacant. Is this still the case?

Ann

Ann Machado  
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