



PORTLAND MAINE

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*Penny St. Louis Littell- Director of Planning and Urban Development
Marge Schmuckal, Zoning Administrator*

November 16, 2009

Central Parking Services
385 Congress Street
Portland, ME 04101

Metro Media Properties LLC
25 South Service Rd STE 300
Jericho, NY 11753

RE: 371-387 Congress St, 240-254 Cumberland Ave, 1-35 Myrtle St., Pearl St.
027-D-1 - B-3 Zone

Dear Sir/Madam:

It has come to our attention that you have erected several building signs and a free-standing sign without the benefit of the required permits at the property located at 385 Congress Street. You must apply immediately for those required signs. I have included a sign permit application with this letter.

If this office does not receive an application with the required information within thirty (30) days of this letter, this matter will be turned over to our Corporation Counsel for legal action. A belated fee shall be charged.

If you have any questions regarding this matter, please do not hesitate to contact me regarding this matter at (207) 874-8695.

Very truly yours,

Marge Schmuckal
Zoning Administrator

Cc: file

enclosure