



# Drummond & Drummond

A Limited Liability Partnership  
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August 29, 2016

Ann Machado, Zoning Administrator  
City of Portland  
389 Congress Street  
Portland, Maine 04101

**RE: Zoning and Code Determination**

Dear Ann:

I represent the owner of the property listed below. My client's lender has requested that we confirm the zoning and code status. To that end, please provide a zoning and code determination letter concerning 22 Monument Square, Portland, Maine.

Enclosed please find the \$150.00 fee for the determination letter. Also enclosed is a sample form you may use to respond to this request. Thank you for your consideration and assistance and please call me if you have any questions.

Very truly yours,

Scott E. Herrick

SEH/ncw