

Karen Shanahan

From: Karen Shanahan
Sent: Thursday, September 22, 2016 3:23 PM
To: 'Ann Machado'
Subject: FW: CBL 028 I006001 (42 Hampshire Street)
Attachments: Zoning Determination Letter (Template).docx

RECEIVED
SEP 22 2016
Dept. of Building Inspections
City of Portland Maine

Hi Ann.

I have a \$250 check that I will be dropping by this afternoon, or first thing tomorrow morning.

For your convenience (and I apologize, I hope it's not overstepping – in my attempt to make this easier for you), I've drafted and attached a template letter we are looking for. Please feel free to utilize this however you can.

Thanks again, Ann.

From: Karen Shanahan
Sent: Wednesday, September 21, 2016 4:58 PM
To: 'Ann Machado'
Subject: RE: CBL 028 I006001 (42 Hampshire Street)

Hi Ann.

Looks like this closing is back on, and has been scheduled for 9/27/16! I realize the incredibly short timeframe. I just received word and wanted to get this to you as soon as possible. I have a check, and will drop it off at the City tomorrow morning.

We basically need something to confirm (1) what zone the property is located in; (2) the use of the property is permitted within that zone (or is grandfathered); (3) the property has received all necessary approvals and permits; (4) there are no building or life safety code violations on the property.

Is there anything I can do to help you with this search, or with the letter itself?

I truly can't begin to apologize enough.....

From: Ann Machado [<mailto:amachado@portlandmaine.gov>]
Sent: Monday, August 29, 2016 1:33 PM
To: Karen Shanahan
Subject: Re: CBL 028 I006001 (42 Hampshire Street)

Karen -

I have attached the updated sheet about the policy for Zoning Determinations. The fee is now \$250 and it can take up to 20 business days to complete.

If you would like to move forward with the request, I will have our front staff create an official request in the system which will generate an invoice which can be emailed to you and then you can deliver the check or pay it online.

Ann

Ann Machado
Zoning Administrator
Permitting and Inspections Department
City of Portland, Maine
(207) 874-8709

On Mon, Aug 29, 2016 at 10:20 AM, Karen Shanahan <KShanahan@curtisthaxter.com> wrote:

Hi Ann:

What is the cost to provide a Zoning Determination Letter for the property noted above? We basically need something to confirm (1) what zone the property is located in; (2) the use of the property is permitted within that zone (or is grandfathered); (3) the property has received all necessary approvals and permits; (4) there are no building or life safety code violations on the property.

Please let me know how much the letter costs, and I will deliver the check to your office. Also, please let me know what the anticipated turnaround time is, and I'll inform all parties.

Thanks very much, as always, Ann.

Karen Shanahan, Paralegal

kshanahan@curtisthaxter.com

[Click Here](#) to send me files securely

CURTIS THAXTER

ATTORNEYS AT LAW

One Canal Plaza, Suite 1000, Portland, ME 04101

P.O. Box 7320, Portland, ME 04112-7320

TEL: [207-774-9000](tel:207-774-9000), Ext. 240

FAX: [207-775-0612](tel:207-775-0612)

www.curtisthaxter.com

NOTICE: This email message and any attachment to this email message contain confidential information that may be legally privileged. In the event you are not the intended recipient, you must not review, transmit, convert to hard copy, copy, use or disseminate this email or any attachments to it. If you have received this email in error, please immediately notify us by return email or by telephone at (207) 774-9000 and delete this message. Please note that if this email message contains a forwarded message or is a reply to a prior message, some or all of the contents of this message or any attachments may not have been produced by Curtis Thaxter. Although Curtis Thaxter attempts to sweep email and attachments for viruses, it does not guarantee that either is virus-free and accepts no liability for any damage sustained as a result of viruses.

Any statements in this communication regarding tax matters are not intended to be used, and may not be used, by any recipient for the purpose of avoiding Internal Revenue Service (IRS) penalties.

Notice: Under Maine law, documents - including e-mails - in the possession of public officials or city employees about government business may be classified as public records. There are very few exceptions. As a result, please be advised that what is written in an e-mail could be released to the public and/or the media if requested.

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.