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

August 19, 2009

Pierce Atwood LLP  
One Monument Square  
Portland, ME 04101  
Attn: Jacquelyn M. Kurz

SCANNED

RE: 300 Fore Street (also called 7 Custom House Street) – 029-K-006 – (the  
“Property”) - B-3 Zone with a Historic Overlay and a Pedestrian  
Encouragement Overlay District

Dear Ms. Kurz,

The Property is located in the B-3 Downtown Business Zone. In this zone, general and business offices are permitted among other allowable uses. The Property is also located within a Historic Overlay District and a Pedestrian Encouragement Overlay District.

The Property as developed conforms with all Land Use and development restrictions as contained in such, including all applicable land use and subdivision regulations. To the best of my knowledge, all appropriate and required City permits, licenses, and approvals have been provided for the current use and development of the Property.

There are no pending or contemplated land use or zoning actions with respect to the Property. I am unaware of any notices of violation that have been issued by this office in connection with the Property.

Please find enclosed copies of permit and certificates of occupancy for the Property.

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

Very truly yours,

Marge Schmuckal  
Zoning Administrator

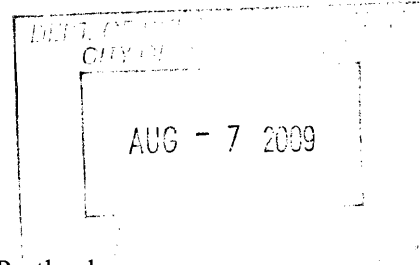
Cc: file

Room 315 – 389 Congress Street – Portland, Maine 04101 (207) 874-8695 – FAX:(207) 874-8716 – TTY:(207) 874-3936

**PIERCE  
ATWOOD**  
LLP  
ATTORNEYS AT LAW

August 5, 2009

Marge Schmuckal  
Zoning Administrator/City of Portland  
Portland City Hall  
389 Congress Street  
Portland, Maine 04101



**Jacquelyn M. Kurz**  
*Counsel*

One Monument Square  
Portland, ME 04101

207-791-1366 voice  
207-791-1350 fax  
jkurz@pierceatwood.com  
pierceatwood.com

RE: Council, International Study Programs, Inc.  
Units 2, 3, 4, 5 and Unit B1 Custom House Square, a Condominium  
300 Fore St., Portland, Maine  
Map 29, Block K, Lot 6

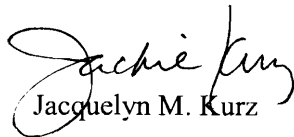
Dear Marge:

Council, International Study Programs, Inc. is planning to refinance its property located at 300 Fore St. in the City of Portland, more particularly identified on Map 29, Block K, Lot 6 (the "Property"). The Property is a condominium and Council, International Study Programs, Inc. owns a majority of the condominium units. The Property is located in the B-3 Downtown Business Zone. In this zone, general and business offices are permitted.

We would appreciate confirmation that the Property as developed, conforms with all land use and development restrictions contained in these ordinances, including all applicable building, land use and subdivision regulations; that all appropriate and required City permits, licenses, and approvals have been provided for the current use and development of the Property; and that there are no pending or contemplated land use or zoning actions with respect to the Property, and that no notices of violation been issued by your office in connection with the Property.

Would you please issue a Zoning Determination Letter regarding the Property confirming the information above. Our firm check in the amount of \$150.00 in payment of your fee for this review is enclosed. Should you have any questions, or require additional information, do not hesitate to call me. Thank you in advance for your time and assistance.

Sincerely,

  
Jacquelyn M. Kurz

Enclosure

**From:** "Jacquelyn Kurz" <jkurz@PierceAtwood.com>  
**To:** "Marge Schmuckal" <MES@portlandmaine.gov>  
**Date:** 8/14/2009 12:13:06 PM  
**Subject:** 300 Fore St.

Hi Marge- I am going to be out next week. In anticipation that my request for a zoning determination letter for 300 Fore St. might be rising to the top of your pile, would you please let my assistant Ali know when it is ready and she can forward it on to the appropriate parties. I am attaching a copy of the Certificate of Occupancy that we located for this property. Please let me know if you have any questions. Thanks. Jackie

<<20090814121141.pdf>>

Jacquelyn M. Kurz  
Pierce Atwood LLP  
One Monument Square  
Portland, Maine 04101-0111  
Tel: 207-791-1366  
Fax: 207-791-1350  
jkurz@pierceatwood.com  
<http://www.pierceatwood.com>

This email was sent from the law firm of Pierce Atwood LLP. It may contain information that is privileged and confidential. If you suspect that you were not intended to receive it, please delete it and notify us as soon as possible. Thank you.

**CC:** "Alison McCarthy" <amccarthy@pierceatwood.com>

**From:** "Jacquelyn Kurz" <jkurz@PierceAtwood.com>  
**To:** "Marge Schmuckal" <MES@portlandmaine.gov>  
**Date:** 8/5/2009 5:24:30 PM  
**Subject:** Zoning Determination Letter request for 300 Fore St.

Marge-Hope that your summer is going well. Attached is a request for a Zoning Determination Letter regarding property located at 300 Fore St. The original request and check are being mailed to you. I will need to obtain copies of the certificate(s) of occupancy. Should I send someone to your office to obtain or will you be sending a copy along with your letter. Please let me know if you have any questions. Many thanks.

Jackie

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Jacquelyn M. Kurz  
Pierce Atwood LLP  
One Monument Square  
Portland, Maine 04101-0111  
Tel: 207-791-1366  
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jkurz@pierceatwood.com  
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LLP  
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**Jacquelyn M. Kurz**  
*Counsel*

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August 5, 2009

Marge Schmuckal  
Zoning Administrator/City of Portland  
Portland City Hall  
389 Congress Street  
Portland, Maine 04101

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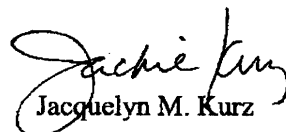
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Sincerely,

  
Jacquelyn M. Kurz

Enclosure



CITY OF PORTLAND, MAINE  
Department of Building Inspection

# Certificate of Occupancy

LOCATION 7 CUSTOM HOUSE ST

CBL 029 K001001

Issued to OLYMPIA EQUITY INVESTORS IV LLC /WRIGHT RYAN Date of Issue 09/12/2007

**This is to certify** that the building, premises, or part thereof, at the above location, built — altered — changed as to use under Building Permit No. 06-1081, has had final inspection, has been found to conform substantially to requirements of Zoning Ordinance and Building Code of the City, and is hereby approved for occupancy or use, limited or otherwise, as indicated below.

PORTION OF BUILDING OR PREMISES  
Floors 2-5 & basement level

APPROVED OCCUPANCY  
Commercial Business  
Use Group B Type 2B  
IBC 2003

**Limiting Conditions:**

First floor vacant - separate permits required for each tenant fit-up and allowed occupancy. Fire separation requirements will be determined based on the Use of these 2 spaces.

This certificate supersedes  
certificate issued

Approved:

(Date)

Inspector

Inspector of Buildings

Notice: This certificate identifies lawful use of building or premises, and ought to be transferred from owner to owner when property changes hands. Copy will be furnished to owner or lessee for one dollar.



# Certificate of Occupancy

LOCATION 300 FORE ST 1B

CBL 029 K00601B

Issued to OLYMPIA EQUITY INVESTORS IV-B LLC /Olympia Deve Date of Issue 12/28/2007

**This is to certify** that the building, premises, or part thereof, at the above location, built — altered — changed as to use under Building Permit No. 07-1392, has had final inspection, has been found to conform substantially to requirements of Zoning Ordinance and Building Code of the City, and is hereby approved for occupancy or use, limited or otherwise, as indicated below.

PORTION OF BUILDING OR PREMISES

First Floor Right Front  
Unit 1B

APPROVED OCCUPANCY

Office  
IBC 2003  
Use Group B Type 2B

Limiting Conditions:

This certificate supersedes  
certificate issued

Approved:

12/28/07  
\_\_\_\_\_  
(Date)

Inspector

\_\_\_\_\_  
Inspector of Buildings

Notice: This certificate identifies lawful use of building or premises, and ought to be transferred from owner to owner when property changes hands. Copy will be furnished to owner or lessee for one dollar.



# CITY OF PORTLAND, MAINE

Department of Building Inspections

## Original Receipt

\_\_\_\_\_ 20 01

Received from John H. ...

Location of Work 200 ...

Cost of Construction \$ \_\_\_\_\_ Building Fee: \_\_\_\_\_

Permit Fee \$ \_\_\_\_\_ Site Fee: \_\_\_\_\_

Certificate of Occupancy Fee: \_\_\_\_\_

**Total:** \_\_\_\_\_

Building (IL) \_\_\_\_\_ Plumbing (I5) \_\_\_\_\_ Electrical (I2) \_\_\_\_\_ Site Plan (U2) \_\_\_\_\_

Other Journal Discontinuation

CBL: 024 ...

Check #: 03305 **Total Collected \$** 150.00

**No work is to be started until permit issued.  
Please keep original receipt for your records.**

Taken by: LLD

WHITE - Applicant's Copy  
YELLOW - Office Copy  
PINK - Permit Copy