



PORTLAND MAINE

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

December 3, 2008

Rudy Ferrante
223A Cumberland Avenue
Portland, ME 04101

RE: 363 Cumberland Avenue – 033 J018 – B-3 – illegal dwelling unit

Dear Mr. Ferrante,

Suzanne Hunt inspected 363 Cumberland Avenue on September 23, 2008. She found that the basement apartment was vacant. She gave you an application to change the use of the building from four units to five units to legalize the basement unit. It is now December 3, 2008. Our office has not received a change of use application to legalize the basement unit. If you are not going to apply to change the use then you need to remove the unit in the basement. All the kitchen equipment must be removed including the stove, refrigerator and sink. The plumbing for the sink must be capped at the floor or the wall.

You have fourteen days from the date of this letter to submit an application to change the use from four dwelling units to five dwelling units or remove the illegal unit. An inspection has been scheduled for December 17, 2008. If we have not received a change of use application by this time and the basement unit is still there, we will turn the matter over to our corporation counsel, and they may begin legal proceedings to bring the property into compliance.

Please feel free to contact me at 874-8709 if you have any questions.

Yours truly,

Ann B. Machado
Zoning Specialist
(207) 874-8709