



PORTLAND MAINE

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

January 5, 2009

Rudy Ferrante
Woodfield Group
223A Cumberland Avenue
Portland, ME 04101

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

Dear Mr. Ferrante,

This letter is a follow up to the voicemail I left you this morning. I met with you on December 18, 2008 to go over the change of use application to go from four to five dwelling units in your building. I told you that the change of use application needed to be in by the end of the year. It is now January 5, 2009 and we have not received a change of use application. You have ten days to submit the application or remove all the kitchen equipment from the basement unit. This includes the sink, and the plumbing needs to be capped at the wall or floor. If we have not received an application by Thursday, January 15, 2009 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 your 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

Cc. file