

**Department of Permitting and Inspections**

Ann Machado, Zoning Administrator

March 24, 2016

Bernstein, Shur, Sawyer & Nelson
Monument Title Company
Katahdin Trust Company

C/O Bernstein Shur
100 Middle Street
P.O. Box 9729
Portland, ME 04104-5029

Attn: Tabatha Berube

Re: 247-253 State Street and 471-473 Cumberland Avenue, Portland, Maine – Map 36, Block F, Lots 15 & 16 (the "Property") – Parkside Properties, LLC – R-6 Residential Zone & with a Historic Overlay Zone

To Whom It May Concern:

The property is located in the R-6 Residential zone with a Historic Overlay Zone. Our records show a certificate of occupancy issued May 22, 1959 that shows the approved occupancy as a twelve family apartment house. On September 19, 1974, the Zoning Board of Appeals granted a variance to allow the use of the building to change from twelve dwelling units to thirteen dwelling units. Permit #74-0997 was issued on October 10, 1974 to change the use from 12 apartments to 13. The most recent permit on file, permit #07-0668 issued on June 8, 2007, stated that the use of the building was thirteen dwelling units. Since this is the most recent permit, the legal use of the property is currently thirteen units.

On February 19, 2016, the owner applied for a permit, #2016-00379, to legalize one existing illegal unit to change the legal use of the building to fourteen dwelling units. The permit is in the process of being reviewed. Zoning has determined that the owner has provided the necessary evidence to meet the criteria of § 14-391, demonstrating that the unit has existed since April 1, 1995 and it was established by a different owner. The Fire Department and a Code Enforcement Officer inspected the property on March 18, 2016 and provided the owner with a list of items that need to be addressed in order for the certificate of occupancy to be issued. When the owner has addressed all of the items on the list the certificate of occupancy will be issued to change the legal use to fourteen dwelling units.

Once the legal use of the building is established as fourteen dwelling units, the building will be in compliance with all applicable Municipal zoning and land use codes, regulations and ordinances. I am not aware of any pending or threatened violations against the property.

If you have any questions regarding this matter, please do not hesitate to contact me.

Portland, Maine



Yes. Life's good here.

Department of Permitting and Inspections

Yours truly,

A handwritten signature in black ink, appearing to read "Ann B. Machado".

Ann B. Machado
Zoning Administrator
Permitting and Inspections Department
City of Portland, Maine
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