



August 13, 2014

City of Portland  
Inspections/ Zoning Division  
389 Congress Street  
Portland, Maine 04101

RE: 102 Portland Street – Dwelling Unit Legalization

Inspections,

Our firm has been hired by the current property owner to provide them with assistance in performing a dwelling unit legalization at their 102 Portland Street property. After meeting with the zoning department and performing due diligence researching the history of the property we are prepared to submit an application for your approval.

The building is currently a multi-use building with two business uses at the ground level of Portland Street and seven dwelling units on the uphill side of Forest Ave. There are currently three legal dwelling units and two business units at this property. Our application is to legalize two dwelling units, bringing the total dwelling units to five. Upon approval of this legalization we would continue our currently submitted 'Change of Use' application (#201401629) for the final two dwelling units.

Should you have any additional questions, comments or concerns please do not hesitate to contact our office for clarification.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Matt Provencal', is written over a light blue horizontal line.

Matt Provencal, Assoc. AIA  
Architectural Designer  
Mark Mueller Architects