



CITY OF PORTLAND

September 8, 2004

Otis Thompson
344 Seashore Ave.
Peaks Island, ME 04108

RE: 536 Cumberland Avenue – 047-A-010 -R-6 Zone with a Historic Overlay Zone –
application #04-1242

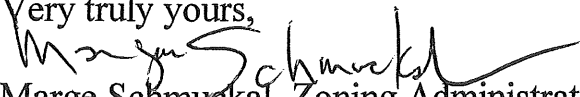
Dear Mr. Thompson,

I am in receipt of your permit application to change the use of the two (2) family rental units at 536 Cumberland Avenue to two (2) family condominiums. Your permit has been denied because you have not met the requirements of the condominium conversion regulations.

Section 14-568 of the condominium conversion ordinance requires that the developer/owner shall give each tenant written notice of intent to convert to condominium conversion. If you as the owner intends to keep one of the units, and not require the existing tenant to vacate, this office will still need to see the written notice to the tenant. Your terms, such as not having to vacate etc. should be in writing to your tenant. When you do actually market this unit, you will need to show this office a copy of a second notice to the current tenant giving all the required terms of purchase and rights as granted under the City's ordinance.

The one tenant notification letter to Seth Thompson that you submitted is not valid. The notice did not state the legal amount of time under the ordinance, section 14-568, in which the tenant has before he has to vacate the unit if he does not choose to purchase his unit. You must properly renotify this tenant. A copy of the renotification shall be given to this office.

Your permit will be on hold for thirty days from the date of this letter awaiting copies of the required notification to your tenants. If after that time you have not submitted any of the required information, your permit application will be void.

Very truly yours,

Marge Schmuckal, Zoning Administrator