



# PORTLAND MAINE

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

November 3, 2009

Keller Williams  
The Hatcher Group  
6 Deering Street  
Portland, ME 04101  
Attn: John Hatcher

RE: 206-208 Park Avenue – 53-B-6 – (the “Property”) – R-6 Zone

Dear Mr. Hatcher,

I am in receipt of your request to determine the legal number of units at the Property.

A research of our files indicates the most recent building permit #97-0007 was taken out on January 2, 1997. That permit was for a change of use from a 2-family dwelling to a 3-family dwelling with interior renovations. The permit was issued on January 7, 1997. The new third unit was created in the third floor which was previously vacant. Separate permits for plumbing and a new gas fired forced hot water heater were issued for the Property during that same time period.

Based upon this information, the legal use of the Property is three (3) residential dwelling units. It is noted that a certificate of occupancy was never issued, probably because a final inspection was never requested. A certificate of occupancy is the final step in closing out a building permit. The lack of a certificate of occupancy does not negate the legal use. However, it might be wise to request a final inspection at this time to receive a certificate of occupancy.

If you have any questions regarding this matter, please do not hesitate to contact me at 874-8695.

You have the right to appeal my decision concerning use. If you wish to exercise your right to appeal, you have 30 days from the date of this letter in which to appeal. If you should fail to do so, my decision is binding and not subject to appeal. Please contact this office for the necessary paperwork this is required to file an appeal.

Very truly yours,

Marge Schmuckal  
Zoning Administrator