

**City of Portland, Maine
Memorandum**

To: Ann Machado, Zoning Administrator
From: Ronda Jones, Loan Officer
Subject: Verification of Legal Number of Units
Date: November 1, 2016
CBL 054 G019001

We have received an application for housing assistance for the property located at:

263-265 Brackett St., Portland

Current Owner(s) Sally Jean Rollins

In completing the application the applicants have indicated that the number of units currently in use at this property is one.

Please verify that the number of units is legal under the current code and it is zoned for a business.

 X Yes, the number of units is legal.

 No, the number of units does not coincide with City records or the Land Use Code. According to City records the legal number of units for this property is
 X The property is a single family dwelling.

Verified: 
Ann B. Machado

Title: Zoning Administrator, 11/1/2016