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DEPARTMENT OF PLANNING AND DEVELOPMENT

Jan. 2, 2004

Fassett House LLC
PO Box 641
Freeport, ME 04032

RE: 117 Pine Street, Portland CBL: 055-A-002

Dear Mr. Simpson:

I am returning your application for Condominium Conversion for 117 Pine Street, Portland, due to incomplete documentation. I have enclosed a new copy of the application, and highlighted the pertinent section detailing the documentation required for submission. Your check for \$750.00 is also enclosed.

Please resubmit your application with all required documentation at your convenience. Due to the reduction of units and the construction that will occur, you will need to comply with the checklist also enclosed.

Please feel free to give me a call if I can be of any further assistance to you in this process.

Sincerely,

Karen Dunfey
Inspections Office Manager
207-874-8701