

DEPARTMENT DIRECTOR
Lee D. Urban

DIVISION DIRECTORS
Mark B. Adelson
Housing & Neighborhood Services



Zoning Division
Marge Schmuckal
Zoning Administrator

CITY OF PORTLAND

March 31, 2003

Bonnie L. Martinolich
Preti Flaherty Beliveau Pachios & Haley LLC
One City Center
P.O. Box 9546
Portland, ME 04112-9546

RE: 34 West Street, Portland CBL: 055-A-066

Dear Ms. Martinolich,

I am in receipt of your permit application requesting a condominium conversion permit for 3 rental units at 34 West Street, Portland. As part of your application you are required to notify all the tenants of their rights and your intention to convert to condominiums. No such letters were attached to your application. This office needs to see all tenant notification letters. If any units are empty, this office needs to know when the units were vacated and under what circumstances. We will also need to know the names and telephone numbers of the most recent, past tenants so that the City can verify the reason for their vacating their units.

Your permit application will be on hold until this office receives all the necessary information required to process such an application.

Very truly yours,

Marge Schmuckal
Zoning Administrator

Cc: Mark Adelson, Housing and Neighborhood Services Director
34 West St. file