May 24, 2017

**NOTICE OF VIOLATION AND ORDER TO CORRECT**

**Sent by Certified Mail #7014 1820 0001 4047 0591 and Regular Mail**

Homekeepers LLC

217 Brackett St.

Portland, ME 04102

Re: 236 Brackett Street, Portland, Maine – CBL 055-B-022 – R-6 Residential Zone

To Whom It May Concern:

On December 10, 2016, this office inspected the above-referenced property and observed that there were three dwelling units in the principal building. City records show that the legal use of the property is a two-family dwelling. The third dwelling unit was constructed without the required permits, in violation of section 14-463 of the City’s Code (available online or at the City Clerk’s office), which requires that “no building or part thereof shall be constructed, altered, enlarged or moved unless a permit for such action has been issued by the building authority.”

To remedy these violations, you must either 1) obtain the appropriate building permit to add the third dwelling unit; 2) obtain legalization of the third dwelling unit under section 14-391 of the City Code; or 3) remove the illegal dwelling unit by removing the kitchen, including all equipment and plumbing.

Within 30 days of the date of this letter, you must either apply for a building permit or a legalization permit, or remove the illegal unit. If you choose to apply for a building permit or legalization permit, and that application is denied, you must remove the illegal unit within 30 days of the City’s initial decision.

If you do not do so, the City will refer this matter to the City’s Corporation Counsel’s office for enforcement action. The City may be entitled to an order to correct the violations, civil penalties in the minimum of $50 per violation per day, costs and fees, and other relief, under section 1-15 of the City Code and 30-A M.R.S. § 4452.

You have the right to appeal this Notice of Violation and Order to Correct pursuant to section 14-472 within thirty days from the date of this letter.  If you do not appeal, you may be barred from challenging my findings in the future. Please contact the Zoning Division for the necessary paperwork if you decide to file an appeal.

Please contact me with any questions. Thank you for your prompt attention to this matter.

Sincerely,

Christina Stacey

Zoning Specialist

(207) 874-8695

cstacey@portlandmaine.gov