

Marion Knox
70 Thomas Street
Portland, ME 04012

Planning and Urban Development Department
Planning Division
City of Portland

May 15, 2013

To Whom it May Concern:

My name is Marion Knox. I am the building owner at 70 Thomas Street, Portland 04102. I am writing in response to a Notice of Violation arising from a neighbor's complaint that led to an evaluation made by Chuck Fagone on April 16, 2013.

I built a garden shed, approximately 7x7, between my building and the fence that separates my property from 126 Pine street. The shed is not visible to these neighbors except for 8 inches or so of the roof line. My intention is to paint the shed and the trim a dark color and drape existing plant material over the roof.

Attached please find the forms which I believe are required for an AFTER THE FACT ADMINISTRATIVE AUTHORIZATION.

- Administrative Authorization Application
- Site plan with dimensions and distances from adjacent properties (not to scale)
- Electronic signature and fee payment confirmation

Thank you,



Marion Knox