

**City of Portland, Maine
Memorandum**

To: Ann Machado, Zoning Administrator

From: Ronda Jones, Loan Officer

Subject: Verification of Legal Number of Units

Date: November 30, 2016

CBL 078 B001 001

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

63 Douglass St., Portland

Current Owner(s) Dawn Lovelace

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 legal units under the current code.

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 _____.

The property is a single family dwelling.

Verified: _____

Ann B. Machado



Title: Zoning Administrator

11/30/16