

**Department of Permitting and Inspections**

Ann Machado, Zoning Administrator

May 6, 2016

Thomas Covington Johnson
Pleasant Ave.
Peaks Island, ME 04108

Re: 37 Ball Field Rd. – Lead CBL 088 I006 (Also includes CBLs 088 I007-I011; 088 I013-I016; 088 I022; and 088 J001-J003) – IR-1 Island Residential Zone and Shoreland Zone – Unpermitted structure

Dear Mr. Johnson:

It has come to the attention of this office that you have built a new structure on your property at 37 Ballfield Road on Peaks Island. A review of the records for your property shows that no building permit has been issued by this office to build this structure, as required by Section 14-463 of the city of Portland's Land Use Ordinance.

You need to bring your property into compliance. Enclosed please find a building permit application. You have thirty days to either submit a building permit application for the construction of the structure or remove the structure from the property. A follow up inspection has been scheduled for June 6, 2016.

You have the right to appeal my decision. If you wish to exercise your right to appeal, you have thirty days from the date of this letter in which to file an appeal. If you should fail to do so, my decision is binding and no longer subject to appeal. To file an appeal, please contact our office for the necessary paperwork.

If you have any questions about this letter, please contact me at (207) 874-8695 or by e-mail at cstacey@portlandmaine.gov.

Sincerely,

Christina Stacey
Zoning Specialist

cc: file