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June 16, 2015

Ann Machado
Zoning Specialist
City of Portland
389 Congress Street
Portland, ME 04101

**Re: 60 Oaklawn Avenue
Peaks Island**

Dear Ms. Machado,

Attached are construction drawings, site plans, and a building permit application for an addition to a single-family residence located at 60 Oaklawn Avenue on Peaks Island. Also attached is a letter dated April 11, 2014 from former Zoning Administrator, Marge Schmuckal.

The approved and recorded site plan dated March 21, 2014 indicates a larger footprint than what is now proposed on the site plan dated June 11, 2015. This smaller footprint corresponds with the construction drawings, dated June 3, 2015.

Please contact me at 781-254-3704 if you have any questions or comments. Thank you for your attention to this matter.

Sincerely,

John J. Cronin Jr., AIA
Vice President
The MZO GROUP