



# PORTLAND MAINE

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Director of Planning and Urban Development

Jeff Levine

**Inspections Division Director**

Tammy Munson

March 26, 2013

SHARON HUGHES & LORI HOLDEN TRUSTEES  
39 Meadow Rd  
Newfields, NH 03856

Certified Mail #7010 3090 0002 3274 0255

CBL: 092 E027001  
Located at 645 ISLAND AVE

Dear Property Owners

I have received your letter of appeal. The City is prepared to extend the time for compliance until June 4, 2013 at which time another extension may be allowed if there is substantial progress in achieving compliance. You mentioned that you were wishing to build a garage. Please have a complete building permit application on file with the City prior to that time.

Please feel free to contact me if you wish to discuss this matter, or if you have any questions.

Sincerely,

Don McPherson  
(207) 874-8705  
Building Inspector