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*Jeff Levine, AICP, Director
Marge Schmuckal, Zoning Administrator*

December 13, 2012

Carolyn Rideout
142 Sunset Road
Cliff Island, ME 04019

Re: 142 Sunset Road, Cliff Island, - 109B B018 & 109B B041 – IR-1 Island Residential Zone – Incomplete Variance Appeal Application

Dear Ms. Rideout,

This letter is a follow up to a voice mail that I left you a few weeks ago. Our office received your Variance Appeal Application on November 15, 2012. I reviewed the application and concluded that the application was incomplete. More information needs to be submitted before you can appear before the Zoning Board of Appeals.

You need to provide a boundary survey that is prepared by a licensed professional. This is a requirement under section 14-449(a)(2) because your property is located within the Shoreland Zone. The boundary survey needs to include the following:

1. The property lines based on your most current recorded deed
2. The footprint of any structures on the property including the boathouse/storage shed
3. The 75' setback and the 250' setback from the high tide.
4. If the property is within a flood zone, the flood zone needs to be located on the survey

Your appeal cannot move forward without this survey. This needs to be completed as soon as possible because the boathouse/storage shed was built without a permit and it is within the 75' setback. The appeal needs to happen in a timely fashion because the structures on the property need to be brought into compliance.

Also on the deed you submitted, you have crossed out the total distance of the rear property line and changed the number. If the distance on the recorded deed is not accurate, then you need to record a corrective deed. You cannot just change it on the existing deed.

Please feel free to contact me if you have any questions.

Yours truly,

Ann B. Machado
Zoning Specialist
(207) 874-8709

Cc file