## DEPARTMENT DIRECTOR

Lee D. Urban



## **DIVISION DIRECTORS**

Mark B. Adelson Housing & Neighborhood Service

> Alexander Q. Jaegermai Planning

John N. Lufkin Economic Developmen

## DEPARTMENT OF PLANNING AND DEVELOPMENT

December 16, 2003

LEVENSON ALAN J & 120 BAXTER BLVD PORTLAND, ME 04101

CBL: 111 D005001 Located at 389 FOREST AVE Mail

Dear LEVENSON ALAN J &,

Enclosed is a copy of an informational brochure that outlines Property owner's responsibility with regard to the removal of snow and ice from the public sidewalk in front of the property. We received a complaint that you were not in compliance with this City Ordinance because there was snow and ice at that location. Please review the material and feel free to contact me at 874-8700 if you have questions.

Sincerely,

Mike Nugent @ (207) 874-8700 Inspection Service Manager