

**DEPARTMENT DIRECTOR**

Lee D. Urban



**DIVISION DIRECTORS**

Housing & Neighborhood Service

Alexander Q. Jaegerma

Economic Developme

**DEPARTMENT OF PLANNING AND DEVELOPMENT**

February 12, 2004

KEY BANK OF MAINE  
ONE CANAL PLAZA  
PORTLAND, ME 04112

**CBL: 116 D003001**  
**Located at 400 FOREST AVE**

**Mail**

Dear KEY BANK OF MAINE,

The City has received a complaint that you did not remove the snow accumulation on the public sidewalk in front of your property. This condition is a violation of Section 25-173 of the Code of Ordinances of the City of Portland, Removal of Snow and Ice.

This is a notice of violation pursuant to the Ordinance. A four foot path must be properly cleared the length of your frontage along the public street (s) within 5 days of the date of this notice. A re-inspection of the premises will occur, at which time compliance is required. Failure to comply will result in this office referring the matter to the City of Portland Corporation Counsel for legal action and possible civil penalties, as provided for in Section 1-15 of the Code.

This constitutes an appealable decision pursuant to Section 25-204 of the Code.

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. 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