



Ann Machado <amachado@portlandmaine.gov>

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## Re: Zoning Verification

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**Barbara Barhydt** <bab@portlandmaine.gov>

Mon, Dec 5, 2016 at 1:06 PM

To: "Carter, Cody" <CoCarter@firstam.com>, Ann Machado <amachado@portlandmaine.gov>, Keri Ouellette <kouellette@portlandmaine.gov>, "Stacey, Christina" <cstacey@portlandmaine.gov>  
Cc: "cdg@portlandmaine.gov" <cdg@portlandmaine.gov>, "hcd@portlandmaine.gov" <hcd@portlandmaine.gov>, "jlevine@portlandmaine.gov" <jlevine@portlandmaine.gov>

Hello:

Ann Machado, Zoning Administrator, or Christine Stacey, Zoning Specialist, are the City staff who prepare zoning determinations and they are in the Department of Permitting and Inspections.. I am also adding Keri Ouellette, she is also in the Permitting Department, and can advise you on the process for obtaining the building permit information you are requesting.

Thank you.

Barbara

Barbara Barhydt  
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On Mon, Dec 5, 2016 at 12:48 PM, Carter, Cody <[CoCarter@firstam.com](mailto:CoCarter@firstam.com)> wrote:

Good afternoon

I need to confirm the Zoning Jurisdiction and District of a property.

Address: 68 Devonshire St

I also need to inquire about Zoning Verification Letters. Specifically, how I would request them, the cost (if any), and an ETA. I have listed the specific provisions that I need to request for below.

- **Zoning Compliance/Verification Letter:** Please supply a letter (or use the enclosed template and copy onto letterhead) stating in which zoning district the subject property is currently located, whether or not it is considered to be a permitted use, and any compliance information you may be able to provide. Please use municipality letterhead, or if this is not possible for some reason, please enclose a municipality fax coversheet showing that the zoning letter is enclosed.

- **Adjacent Property Designations and Uses (if known):** Current zoning district in which properties adjacent to the subject property North, South, East & West are located
- **Any Variances, Special Permits or Conditions:** Please note the existence of these items as they relate to the subject property and supply documentation, if available
- **Code Violations:** Please note whether or not there are currently any open/outstanding zoning or building code violations that apply to the subject property
- **Certificates of Occupancy:** Please supply copies of any existing certificates of occupancy for the subject property. If none are available, please state the reason for this and whether there is any expected enforcement action due to the lack of certificate. Also, please specify if a new Certificate of Occupancy would be required in the event of a change in ownership.
- **Approved Site Plan and/or Conditions of Approval,** if applicable: Please supply one or both of these documents, particularly if the subject property is located in a Planned Development

Please advise me at your earliest convenience of any required fees or forms, if any of these items are not available or if I should be directing any portion of my request to another party. I am on a strict timeline so your prompt attention to this matter is greatly appreciated.

If you have any questions, you may reach me at this email address, or at my office; [405-253-2436](tel:405-253-2436).

Thank you so much for your time and assistance, it is greatly appreciated.

*Cody Carter*

Zoning Project Coordinator



Commercial Due Diligence Services

Direct: [405-253-2436](tel:405-253-2436)

Fax: [1-800-986-0586](tel:1-800-986-0586)

Email: [cocarter@firstam.com](mailto:cocarter@firstam.com)

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and Flood Elevation Certificates for Commercial & Residential Properties.**

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