



3000 S. Berry Road, Suite 110. Norman, OK 73072
(800) 787-8390

ALTA Surveys → Zoning Reports → ESAs → PCAs

Ext. 110
Email: nadsit@bockandclark.com

April 27, 2016

Subject Property: 518 Forest Ave. (Gas Station)
Portland, ME Parcels: 126 B007 & 126 B010

Dear Municipality Official,

At our client's request, we are seeking the following information:

- 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, permissiveness of current 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, Conditions, etc: 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, building or fire code violations of record 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 copies.
- Approved Site Plan and/or Conditions of Approval, if applicable: Please supply available documents, particularly if the subject property is located in a Planned Development.

Enclosed, please find a check in the amount of \$150.00 to process this request. Please advise us at your earliest convenience of any additional fees or forms, if any of these items is not available or if I should be directing any portion of my request to another party. We are on a strict timeline, and your prompt attention to this request is greatly appreciated. Upon completion, please forward the information via email or toll free fax (877) 253-1897. We truly appreciate your help with this request and look forward to your reply. Please feel free to contact me toll-free at (800) 787-8390 or via email at nadsit@bockandclark.com with any questions or concerns you may have regarding this request.

Thank you very much for your assistance!

Niki Adsit

Niki Adsit, B&C Zoning (Zoning Project Manager)

RECEIVED

APR 28 2016

Dept. of Building Inspections
City of Portland Maine

National Commercial Real Estate Due Diligence

_____, 2016

Niki Adsit
B&C Zoning
3000 S. Berry Rd., Ste. 110
Norman, OK 73072

Subject Property: 518 Forest Ave. (Gas Station) Parcels: 126 B007 & 126 B010
Portland, ME

In response to your request for information regarding the above-referenced property, we have researched our files and present the following:

1. The current zoning classification for the subject property is: _____

2. Adjacent property zoning designations:

North: _____ South: _____
East: _____ West: _____

3. According to the zoning ordinances and regulations for this district, the current use of the subject property is a:

- Permitted Use by Right
- Permitted Use by Special/Specific Use Permit Copy Attached Copy Not Available (see comment)
- Legal Non-Conforming Use (no longer permitted by right due to amendments, re-zoning, variance granted or other changes. See comments)
- Non-Permitted Use

Comment: _____

4. To the best of our knowledge, the subject structure(s) was developed:

- in accordance with Current Zoning Code Requirements and is
 - Legal Conforming
 - Non-conforming (see comments)
- in accordance with Previous Zoning Code Requirements (amendments, rezoning, variance granted) and is Legal Non-conforming to current zoning requirements.
- Prior to the adoption of the Zoning Code and is Grandfathered/Legal Non-conforming to current zoning requirements.
- in accordance with Approved Site Plan and is Legal Conforming to approved site plan. If any nonconforming issues exist with respect to current zoning requirement; the subject property would be considered legal non-conforming.

Comment: _____

5. Information regarding variances, special permits/exceptions, ordinances or conditions:

- There do not appear to be any variances, special permits/exceptions, ordinances or conditions that apply to the subject property.
- The following apply to the subject property (see comments):
 - Variance - Documentation attached or is otherwise, no longer available (see comment)
 - Special Permit/Exception Documentation attached or is otherwise, no longer available (see comment)
 - Ordinance Documentation attached or is otherwise, no longer available (see comment)
 - Conditions Documentation attached or is otherwise, no longer available (see comment)

Comment: _____

6. Rebuild: In the event of casualty, in whole or in part, the structure located on the subject property:

- May be rebuilt in its current form (i.e. no loss of square footage, same footprint, with drive through(s), if applicable).
- May not be rebuilt in its current form, except upon satisfaction of certain conditions, limitations or requirements. Please see section _____ of the current zoning code/ordinance for details.

7. Code Violations Information:

- There do **NOT** appear to be any outstanding/open zoning, building or fire code violations that apply to the subject property.
- The following outstanding/open zoning / building / fire code violations apply to the subject property:

Comment: _____

8. Certificate of Occupancy, status:

- A valid Certificate of Occupancy has been issued for the subject property and is attached.
- Certificates of Occupancy have been issued and are in effect for all buildings and, if required, for all units at the Property; however, we are unable to locate a copy in our records. The absence of a copy of the Certificate(s) of Occupancy will not give rise to any enforcement action affecting the property.
- Certificates of Occupancy for projects constructed prior to the year _____ are no longer on file with this office. The absence of a copy of the Certificate(s) of Occupancy will not give rise to any enforcement action affecting the property. A Certificate of Occupancy will only be required for new construction.
- A Certificate of Occupancy is not required for the subject property.

Comment: _____

9. Site Plan Information:

- The subject property was not subject to a site plan approval process.
- The subject property was subject to site plan approval; a copy of the approved site plan is attached.
- The subject property was subject to site plan approval, but a copy of the approved site plan is no longer in existence (*was lost or destroyed*). All other existing documents applicable to site plan approval for the site are attached if available.
- An approved site plan for the subject property is on file, but our office does not have the necessary resources to reproduce and distribute copies of the plan. All other existing documents applicable to site plan approval are attached if available.
- Other, (as noted here): _____

This information was researched on _____, 2016, by the undersigned, per request and as a public service. The undersigned certifies that the above information contained herein is believed to be accurate and is based upon, or relates to the information supplied by the requestor. The Authority assumes no liability for errors and omissions. All information was obtained from public records, which may be inspected during regular business hours.

By: _____

Printed Name: _____

Title: _____

Department: _____

Phone: _____