



Permitting and Inspections Department  
Michael A. Russell, MS, Director

*Ann Machado, Zoning Administrator*

November 15, 2017

**NOTICE OF VIOLATION AND ORDER TO CORRECT**  
**Sent by Certified Mail and by Regular Mail**  
**7014 2250 0001 6995 1434**

United USA LLC  
630 Forest Avenue  
Portland, ME 04103

**Re: 671 Forest Avenue – 129 L002001–B2b**

To whom it may concern:

On October 13, 2017, this office inspected the above-referenced property and observed that there were 6 dwelling units in the building. City records show that the legal use of the property is 5 dwelling unit(s). The additional dwelling unit was constructed without the required permits, in violation of section 14-463 of the City's Code (available online or at the City Clerk's office), which requires that "no building or part thereof shall be constructed, altered, enlarged or moved unless a permit for such action has been issued by the building authority."

To remedy this violation, you must 1) obtain legalization of the dwelling unit under section 14-391 of the City Code, or 2) remove the illegal dwelling unit by removing the kitchen, including all equipment and plumbing.

Within 30 days of the date of this letter, you must submit an application to Legalize the Nonconforming Dwelling Unit or remove the illegal unit. If you choose to apply for legalization and the application is denied, you must remove the illegal unit within 30 days of the City's initial decision.

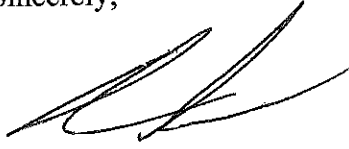
If you do not do so, the City will refer this matter to the City's Corporation Counsel's office for enforcement action. The City may be entitled to an order to correct the violations, civil penalties in the minimum of \$50 per violation per day, costs and fees, and other relief, under section 1-15 of the City Code and 30-A M.R.S. § 4452.

You have the right to appeal this Notice of Violation and Order to Correct pursuant to section 14-472 within thirty days from the date of this letter. If you do not appeal, you may be

barred from challenging my findings in the future. Please contact the Zoning Division for the necessary paperwork if you decide to file an appeal.

Please contact me with any questions. Thank you for your prompt attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'MS', with a stylized flourish extending to the right.

Matt Sarapas  
Code Enforcement Officer