



# PORTLAND MAINE

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*Jeff Levine, AICP, Director  
Marge Schmuckal, Zoning Administrator*

October 2, 2012

Kevin Roper  
The Loft  
865 Forest Avenue  
Portland, ME 04103

Re: 865 Forest Avenue – 137 C011 – B-2 Community Business Zone – Sign Permit required

Dear Mr. Roper,

I have called you a few times about applying for a sign permit after the fact for the panels that were changed in the pylon sign when the name of your business was changed to the Loft. Under the ordinance, a sign permit must be applied for even when an existing sign is modified [section 14-368(b)].

You need to bring your property into compliance. You have fourteen days from the date of this letter to apply for a permit. I have enclosed a sign permit application. If we do not receive an application within fourteen days, then I will turn the matter over to our Corporation Counsel, and they may begin legal proceedings to bring your property into compliance.

Please feel free to call me at 874-8709 if you have any questions.

Yours truly,

Ann B. Machado  
Zoning Specialist  
(207) 874-8709

Cc. file