



# PORTLAND MAINE

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*Greg Mitchell – Acting Director of Planning and Urban Development  
Marge Schmuckal, Zoning Administrator*

January 19, 2012

Elizabeth Mellino  
960 Forest Avenue  
Portland, ME 04103

Re: 960 Forest Avenue – 143 B003 – R-P – illegal deck

Dear Ms. Mellino,

In reviewing the permit application (#2012-01-3098) for 960 Forest Avenue to add new windows and doors and remodel the second floor, it came to my attention that the existing deck and shed off the left side of the building in the rear are not permitted. Our records show that the one story deck on the left side of the building was 10' x 5'. The deck that is shown on the plot plan is wider and longer than that. There is no record of the ten foot by ten foot shed. Since the existing deck and shed are not permitted, they are not legal.

You need to bring your property into compliance. I have talked to your contractor, Jeff Averill about it. You either need to apply for a permit for the existing deck and shed or you need to remove the shed and reduce the deck to the 5' x 10' deck we have on record. You have thirty days to bring the property into compliance.

You have the right to appeal my decision. If you wish to exercise your right to appeal, you have thirty days from the date of this letter in which to file an appeal. If you should fail to do so, my decision is binding and no longer subject to appeal. Please contact our office for the necessary paper work if you decide to file an appeal.

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