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Planning & Urban Development Department
Jeff Levine, AICP, Director

Planning Division
Alexander Jaegerman, FAICP, Director

RECEIVED

MAR 25 2013

Dept. of Building Inspections
City of Portland Maine

March 25, 2013

Robert C. Nelson
47 Alice Court
Portland, ME. 04103

Re: Level I Minor Residential Site Plan
38 Morse Street; Duplex (aka 36 Morse Street)
Application ID: # 2010-0034

CBL: 163 A015 001 and 163A A016 001

Dear Mr. Nelson:

On May 2nd, 2011 you received an approval letter for a duplex at the above address (copy attached) and on April 11th, 2012 you received a letter confirming that the expiry date for the approval letter had been extended to May 2nd, 2014 (copy attached).

I am writing this letter to clarify that the Project/Application ID on both of those letters should be #2010-0034 and not the numbers shown in those letters. This is important as all our records are being computerized and linked to a project number, so when you apply for a building permit the correct number is required to access the records that confirm that you have site plan approval with waivers, and that the approval has been extended.

I apologize for the confusion and please keep this letter with the other letters and enclose it with those documents when you submit for a building permit.

Thank you

Sincerely,

Jean Fraser, Planner

cc. Phil diPierro, DRC Planning