



PORTLAND MAINE

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*Penny St. Louis Littell - Director of Planning and Urban Development
Marge Schmuckal, Zoning Administrator*

December 31, 2009

Benjamin Donaldson
80 Westminister Avenue
Portland, ME 04103

Re: 80 Westminister Avenue – 181 B004 – R-3 – request more information – Permit #09-1434

Dear Mr. Donaldson,

I am in receipt of your application to remodel the existing kitchen, create a half bath from part of the kitchen, relocate a door and replace three windows. At this point I cannot complete my review because I need more information.

I need to know if the relocated door is within the building or if it leads to the outside. I also need to know if the replacement windows will be the same size as the existing. Finally, you will need to provide more information about the bathroom that you are creating.

The permit is on hold until I receive the necessary information.

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

Yours truly,

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