

**Department of Permitting and Inspections**

*Ann Machado, Zoning Administrator*

June 13, 2016

Richard Tibbals  
95 Frances St.  
Portland, ME 04102

Re: 95 Frances St. – CBL 186 B010 – R-3 Residential Zone – Dwelling Unit Legalization

Dear Mr. Tibbals:

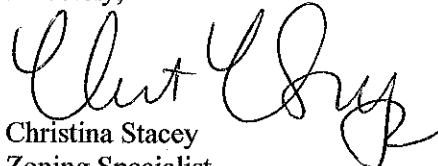
I am writing regarding your property located at 95 Frances St. In 2009, you were granted a legalization permit that approved a total of three dwelling units in the building. According to our records, an inspector came to your property for a scheduled final inspection on December 30, 2009, but no one was there to let the inspector into the building. Because the final inspection was never completed, the city has not issued a Certificate of Occupancy for a three-family dwelling for this property. Until a Certificate of Occupancy is issued, the use of this building as three dwelling units is not legal.

You need to bring your property into compliance by either securing the required Certificate of Occupancy or removing the third dwelling unit. Enclosed please find a building permit application that you can file to re-activate the 2009 permit (Permit #06-0726) for the purpose of scheduling the required final inspection. You have thirty days to either submit the building permit application and schedule your final inspection, or remove the third dwelling unit from the building.

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. To file an appeal, please contact our office for the necessary paperwork.

If you have any questions about this letter, please contact me at (207) 874-8695 or by e-mail at [cstacey@portlandmaine.gov](mailto:cstacey@portlandmaine.gov).

Sincerely,



Christina Stacey  
Zoning Specialist

cc: file