



# PORTLAND MAINE

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

December 16, 2009

Dick Stewart  
81 Elderberry Drive  
South Portland, ME 04106

Re: 1217 Congress Street – 186 D001 – B-1 – change of use application

Dear Dick,

I'm writing this letter as a follow up to the September 15, 2009 letter I sent you after the Zoning Board of Appeals granted your Variance Appeal.

The September 15, 2009 letter included a Certificate of Variance that had to be recorded in the Cumberland County Registry of Deeds within thirty days of when it was signed. We need a copy of the recorded Certificate of Variance which shows the book and page recorded and the date it was recorded.

The September 15, 2009 letter also included a change of use application that has to be submitted within six months of the date of the Zoning Board of Appeals approval (September 3, 2009) or the approval expires and you need to appeal again. We have not received a change of use application as of today. I have enclosed another Change of Use application and checklist. Please submit it as soon as possible, so the permit can be issued, and you can get your certificate of occupancy to operate as an auto repair garage.

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

Yours truly,

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