

**ELIZABETH T. MCCANDLESS  
1247 WESTBROOK STREET  
PORTLAND, MAINE 04102**

*Via Both Hand Delivery and Electronic Mail*

City of Portland  
Department of Permitting and Inspections  
389 Congress Street, Rm 315  
Portland, Maine 04101

**Re: 1247 Westbrook Street  
Level I Site Plan Application**

Dear Sirs or Madams:

Enclosed please find the following in support of a Level I Site Plan Application for my residence at 1247 Westbrook Street:

1. Completed Application Form and Check List (2 copies);
2. Electronic Signature and Fee Payment Confirmation Form;
3. Quitclaim Deed for subject property (2 copies);
4. Level 1 Site Plan duly executed by Jayson Haskell, PE (3 copies);
5. Maine DEP Permit Approval (2 copies); and
6. Supporting Drawings and Narratives of Contractors Charles B. Messer, Krista Butterfield Stonescapes, Shaw Earthworks, and Sheila Sewall Landscape and Garden Design (2 copies each).

In addition, I have today forwarded by electronic mail to your office copies of the each of the foregoing in PDF format. Any technical questions concerning the Site Plan should be submitted to my consultant, David Hughes of Livingston-Hughes Professional Land Surveyors at (207) 967-9761, who coordinated the Site Plan and related surveys. In addition, please do not hesitate to contact me at (207) 415-7573 or my colleague, Thimi R. Mina, Esquire at (207) 233-4706 concerning any aspect of the review process.

Thank you for your attention to this matter.

Sincerely,



Elizabeth T. McCandless

*June 3, 2016*

cc: Phillip DiPiero (w/encl. via email)  
Christina Stacey (w/encl. via email)  
David Hughes (w/encl. via email)  
Thimi R. Mina, Esq. (w/encl. via email)