May 3, 2017

**NOTICE OF VIOLATION AND ORDER TO CORRECT**

**Sent by Certified and Regular Mail**

Jennifer C. Wilson

1567 Westbrook St.

Portland, ME 04102

Re: 1567 Westbrook Street – CBL 256-B-001 – R-1 Residential Zone – Single-Family Dwelling

Dear Ms. Wilson:

On June 13, 2016, this office inspected the above-referenced property and observed that a 288 square foot shed addition had been constructed. You have done so without any permits in violation of section 14-463 of the City of Portland Code of Ordinances (available on-line or at the City Clerk’s office), which requires that “no building or part thereof shall be constructed, altered, enlarged or moved unless a permit for such action has been issued by the building authority.”

On October 14, 2016 you submitted a permit application seeking after-the-fact approval for this shed addition. On January 23, 2017, this office sent you an e-mail requesting a clearer plot plan, since the one submitted was illegible, and raising questions about the setbacks of the existing shed. This office received no response, and the e-mail was sent to you again on April 25, 2017. To date, this office has received no response to the e-mails (copies of which are attached).

Within 7 days of the date of this letter, you must submit the requested plot plan and setback information, or the permit will be denied. If the permit is denied, you must bring the property into compliance by removing the structure within 30 days of the City’s initial decision.

If you do not bring the property into compliance within 7 days of the date of this letter by submitting the requested plot plan and setback information, then City will refer this matter to the City’s Corporation Counsel for enforcement action. The City may be entitled to an order to correct the violations, civil penalties in the minimum of $100 per violation per day, costs and fees, and other relief , under Section 1-15 of the City’s Code of Ordinances and 30-A M.R.S. § 4452.

You have the right to appeal this Notice of Violation and Order to Correct pursuant to section 14-472 within thirty days from the date of this letter.  If you do not appeal, you may be barred from challenging my findings in the future. Please contact the Zoning Division for the necessary paperwork if you decide to file an appeal.

Please contact me with any questions at [cstacey@portlandmaine.gov](mailto:cstacey@portlandmaine.gov). Thank you for your prompt attention to this matter.

Sincerely,

Christina Stacey  
Zoning Specialist

(207) 874-8695

cc: file