August 7, 2017

Jennifer C. Wilson

1567 Westbrook St.

Portland, ME 04102

Re: 1567 Westbrook St, CBL 256-B-001, R-1 Residential Zone

Dear Ms. Wilson:

Enclosed please find a Certificate of Setback Reduction signed by the City Zoning Administrator, which certifies that the rear setback for the shed has been reduced from 25 feet to 5 feet, per the requirements of Section 14-438 of the City’s Land Use Ordinance. **The original Certificate must be recorded in the Cumberland County Registry of Deeds within 90 days of the date it was signed.** Failure to record the Certificate will result in it being voided.

Our office must be provided with a copy of the recorded Certificate of Setback Reduction showing the recorded book and page before the building permit can be approved. Because of the ongoing enforcement case related to this issue, I am asking that you e-mail me a copy of the recorded Certificate within 30 days of the date of this letter so that we can continue working towards resolution of the violation.

Should you have any questions, please contact me at (207) 874-8695 or cstacey@portlandmaine.gov.

Sincerely,

Christina Stacey

Zoning Specialist