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

March 2, 2012

Mr. & Mrs. Glenn Mitchell
29 David Road
Portland, ME 04103

Re: 29 David Road – 259 A031 - R-3 – disability variance – Permit #2011-12-2899

Dear Mrs. Mitchell,

You were issued a building permit (#2011-12-2889) on December 12, 2011 to install a temporary handicap ramp at your property for your father. Since the ramp did not meet the minimum front yard setback, the permit was issued with the condition that you apply for a disability variance within thirty days. Even if the ramp is temporary, the City Land Use Ordinance requires that a Disability Variance be applied for if the structure does not meet the zoning requirements [section 14-473(c)(2)].

You need to apply for the Disability Variance as soon as possible to bring your property into compliance. As I said on the telephone and in the last letter I sent you (January 30, 2012), if the fees related to the appeal are a hardship and cannot be paid, you can request in writing that the fees be waived. If this is the case, you must provide financial information demonstrating the hardship.

I have enclosed the disability variance application, the information about the appeal process, and the meeting schedule for the Zoning Board of Appeals. Please feel free to contact me at 874-8709 if you have any questions. I am willing to help you complete this process.

Yours truly,

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

Cc. file