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

January 30, 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,

This letter is a follow up to the conversation that we had on the telephone on January 20, 2012. I understand that the Veterans Administration required that the handicap ramp be installed in order for your father to be able to continue to live at your house. I also understand that the ramp is temporary. Whether the ramp is temporary or not, the ordinance requires a building permit to erect a structure. The building permit for the ramp was issued on December 12, 2011 with the condition that a disability variance was applied for within thirty days of December 12, 2011 because the ramp did not meet the minimum twenty-five foot setback for the front yard. You need to submit the Disability Variance Application as soon as possible. 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.

Yours truly,

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