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

December 13, 2011

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 Mr. & Mrs. Mitchell,

You applied for a permit to build a handicap accessible ramp to access the front door of your property. 29 David Road is located in the R-3 residential zone. The required front yard setback is twenty-five (25) feet [section 14-90(d)(1)]. The plot plan submitted with the permit showed the setback to the proposed ramp as five (5) feet. Since the ramp had to be installed immediately, the permit to build the ramp was issued. Now you need to apply for a disability variance within thirty days of the date the permit was issued, since the ramp does not meet the required front setback of twenty-five feet.

I have enclosed the disability variance application and the information about the appeal process. Please feel free to contact me at 874-8709 if you have any questions.

Yours truly,

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