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

February 2, 2009

Dale & Deanna Johnson
99 Birchvale Drive
Portland, ME 04102

RE: 99 Birchvale Drive – 272 N018 - R-3 – shed built without a permit

Dear Mr. & Mrs. Johnson,

This letter is a follow up to the various phone calls that we have had about the shed that was built without a permit at your property at 99 Birchvale Street. When I spoke to you on January 5, 2009, you said that you had just replaced an existing shed and that you did not think that you needed a permit for it. I told you that you did need to apply for a permit to rebuild the shed, that I couldn't find a permit for the original shed and that I was concerned about the location of the shed. You told me that you would get an application in to build the shed. I spoke to you again on January 23, 2009. You said that the plot plan was done but that you had decided to add a deck to the house and that you wanted to put it all on one permit. It is now February 2, 2009 and we still have not received an application for the shed that was built without a permit. You have thirty days to submit an application for the shed. If you want to include a new deck on the application too, that is fine, but our office needs to receive the application for the shed within thirty days of this letter.

Please call me at 874-8709 if you have any questions.

Yours truly,

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