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*Lee Urban- Director of Planning and Development
Marge Schmuckal, Zoning Administrator*

June 27, 2008

Donna & John Audette
61 Warwick Street
Portland, ME 04102

RE: 61 Warwick Street – 275 I006 – R-3 – unpermitted shed

Dear Mr. & Ms. Audette,

This letter is a follow up to the voicemails that we left each other earlier in the week. As I told you in the previous voicemails, your neighbor came into our office because they were concerned that your shed was encroaching on their property. In researching our files for your property, I could find no record of a permit to build the shed. Since there is no permit to build the shed, it is illegal.

You must either apply for a building permit to legalize the shed, or you must remove it. Our office is willing to work with you and help guide you through the permitting process. You have thirty days from the date of this letter to apply for a building permit for the shed or to remove it.

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

Yours truly,

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