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

April 30, 2008

Tyler Stanley
Sew Portland
136 Prospect Street
Portland, ME 04103

RE: 306 Warren Avenue – 296 E001 – B-4 – change of use application

Dear Mr. Stanley,

This letter is a follow up to the telephone conversation that we had on April 28 about the need for you to apply for a change of use permit for the space that you are leasing at 306 Warren Avenue. Since the previous use of the space was not retail, you need to apply for a change of use application to change the use of the space to retail. Your change of use application should include any physical changes that were made to the space from when the previous tenant occupied it.

Since you are already occupying the space without a certificate of occupancy for retail use, you need to apply for the change of use immediately. You have seven days from the date of this letter to submit your change of use application. If we have not received the change of use application by May 7, 2008, you will be required to close your business until the use of the space has been brought into compliance. Your change of use application should include any changes that were made to the space.

Please feel free to call me at 87-8709 if you have any questions.

Yours truly,

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