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Planning & Urban Development Department
Penny St. Louis Littell, Director

July 1st, 2010

John Vance
383 Warren Avenue
Portland ME 04103

RE: **355 Warren Avenue (Tow Lot)**
Minor Site Plan (maximum of 70 vehicles to be stored) Application ID # 2007-0138

Dear Mr. Vance,

Further to my letter of June 28th, 2010 I am writing to confirm that I am granting the extension that you have requested based on the fact that you have already ordered the stormwater treatment unit for this site and have engaged contractors.

The project must be fully implemented in accordance with the approved/permitted site plans prior to August 31, 2010 with no further extensions. Towing companies may use the site until that date, and if the work is not complete when inspected by City staff then you must cease operation of the site as a tow lot.

The Building Permit was issued in error as our ordinance requires payment of a performance guarantee (based on a cost estimate) and a site plan inspection fee prior to issuing any Building Permit. The performance guarantee will not be required but a \$300 (Site Plan) Inspection Fee is required to be paid by July 9th, 2010 (check to City of Portland); this fee is a separate fee from the \$270 already paid for the Building Inspections fee.

A pre-construction meeting with your Contractor(s) and the City Inspectors is required prior to the start of any excavation on site and this should be arranged as soon as possible through Phil DiPierro at 874 8632.

Sincerely,

Penny St. Louis Littell, Director
Department of Planning and Urban Development

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