



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

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

January 14, 2010

Jason Dennison
Dennison's Autocare
429 Warren Avenue
Portland, ME 04103

Re: 429 Warren Avenue – 304 B032 – B-4 – Change of use application for auto repair

Dear Mr. Dennison,

I sent you a letter on November 23, 2009 giving you thirty days to apply for a change of use application for your space (unit #7) at 429 Warren Avenue to be an auto repair shop. You need a change of use permit because the previous use of the space was an office and warehouse for American Hydraulics. I spoke to you on the telephone on January 4, 2010 and told you that I had not received your change of use application. You told me that you had filled it out and would send it in right away. Our office has still not received a change of use application.

At this point since you do not have a certificate of occupancy to be an auto repair shop, you are illegally occupying the space (section 14-463). You need to bring your use into compliance by submitting the change of use application. You have fourteen days from the date of this letter to submit the application. If we do not receive the application by January 28, 2010, you will have to vacate the space. I have enclosed a change of use application.

You also need to permit your sign. I have enclosed a sign permit application. You have fourteen days from the date of this letter to submit the sign permit application.

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

Yours truly,

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