March 23, 2015

LOUAY MAHAL

88 ALLEN AVENUE PORTLAND, ME 04103

**CBL: 342 B009001**

**Located at: 88 ALLEN AVE**

**Certified Mail 7010 1870 0002 8136 7001**

Dear Mr. Mahal,

An evaluation of the above-referenced property on **2/19/2015** revealed that there was an illegal unit. The most current permit we have on file gives the legal use of the property as a single family residence.

88 Allen Avenue is located in the R-5 residential zone. Multi-family dwellings are allowed in this zone, but they have to meet the criteria of the R-5 zone. Section 14-120(a) (2) gives the minimum land area per dwelling unit requirement as three thousand (3,000) square feet per unit for a two family. The lot is 11,693 square feet; therefore you do have enough land to apply for a building permit to change the use from a single family residence to two units. Section 14- 332 (a)(2) requires an additional off-street parking space for the new unit in addition to the two units required for the existing dwelling unit. The change of use permit can be found under the applications and fees tab under the Planning and Urban Development Department on the City website. The link to the specific permit is <http://www.portlandmaine.gov/DocumentCenter/Home/View/2301>

You have thirty days from the date of this letter to bring your property into compliance. You need to apply for the Change of Use Permit or remove one dwelling unit to bring the property into compliance. If we have not received an application within **30 days** we will schedule an inspection to confirm the illegal unit has been removed.

If you have questions on this matter, please contact Ann Machado at 207-874-8709.

Failure to comply will result in this office referring the matter to the City of Portland Corporation Counsel for legal action and possible civil penalties, as provided for in Section 6-1 of the Code.

Sincerely,

Chuck Fagone

Code Enforcement Officer

(207)874-8789