|  |  |
| --- | --- |
|  | **Howard Zoning Associates, LLC**  19045 North Rockwell Avenue • Edmond, OK 73012  Tel: (813) 938-8035 • Toll Free Fax: (877) 655-6292  Email: [bonita.knight.84@gmail.com](mailto:bonita.knight.84@gmail.com) |

To: City of Portland, ME Zoning Office

Attn: Ann Machado, Zoning Administrator

Email: [zoning@portlandmaine.gov](mailto:zoning@portlandmaine.gov)

Date: January 9, 2017

**Request for a Zoning Verification Letter for: Walgreens located at 340 Allen Street, Built in 2010, CBL: 344 E008001**

To Whom It May Concern:

Please kindly consider this as a formal request for a Zoning Verification Letter for the subject parcel. Below is a list of the items I am requesting to be included in the letter if they are not already included.

* What is the current zoning of this site (including any special or overlay districts)?
* Is a retail pharmacy a permitted use in the current zone?
* What are the abutting Zoning Districts to this property (if they impact the development setbacks, height and buffer requirements)?
* Was this property developed with site plan approval? If so, can you please provide a copy of the approved site plan if available?
* To your knowledge are there any open/unresolved zoning and building code violations of record for the above listed property?
* Was a Variance or Special/Conditional Use Permits issued for this development? (If so can you please provide copies of the approvals).
* Was this site approved a Planned Unit Development and if so can you please provide the PUD approvals and plan?
* If the sites do not meet the current zoning code (ie setbacks, height, density, parking, etc) would they be considered legal nonconforming?
* Was the subject property complex issued all required Certificates of Occupancy? Please provide copies of all available Certificates of Occupancy. If COs are no longer available I enclosed a simple form for you to fill out, if possible.

Please provide as much information as possible on your city letterhead and return via Fax 877-655-6292 or Email to: [bonita.knight.84@gmail.com](mailto:bonita.knight.84@gmail.com). If you have any questions please feel free to contact me directly at (813) 938-8035. Thank you so much for your help.

Sincerely,

Bonita Knight