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

To: City of Portland, ME Zoning Office

Attn: Ann Machado, Zoning Administrator

Email: zoning@portlandmaine.gov

Date: January 9, 2017

Re: **Copies of valid Certificates of Use and Occupancy for: Walgreens located at 340 Allen Street, Built in 2010, CBL: 344 E008001**

CERTIFICATE OF OCCUPANCY INFORMATION Based upon our records:

\_\_\_\_\_\_\_Valid Certificates of Occupancy have been issued for this project including CO’s for all units (if applicable). For any certificates not located or on file for this Project, the absence of a Certificate of Occupancy is not considered a violation and will not give rise to any enforcement action affecting this Project (see attached copies)

\_\_\_\_\_\_\_Certificates of Occupancy for Projects constructed prior to the year \_\_\_\_\_\_\_are no longer available. This Project was constructed originally in \_\_\_\_\_\_\_\_\_.The absence of a Certificate of Occupancy on file for this Project is not considered a violation and will not give rise to any enforcement action affecting the Project. A Certificate of Occupancy for the Project will only be required (*please circle what is applicable*)

* to the extent of any construction activity, such as restoring, renovating or expanding the existing project
* change in use
* change in occupancy/tenant
* change in ownership
* new construction

\_\_\_\_\_\_\_We are unable to locate a Certificate of Occupancy for the Project from our available records. We have evidence in our records a Certificate of Occupancy was issued however it has been lost or misplaced. The absence of a Certificate of Occupancy for the Project is not considered a violation and will not give rise to any enforcement action affecting the Project. A Certificate of Occupancy for the Project will only be required to the extent of any construction activity (such as restoring, renovating or expanding the existing project) and/or change in use.

Please Call or email the undersigned if you have any questions or comments:

Your Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Phone/Email/Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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