



Zoning Division
 Marge Schmuckal
 Zoning Administrator

Department of Urban Development
 Joseph E. Gray, Jr.
 Director

CITY OF PORTLAND

Eva L. Schools
 1420 Washington Avenue
 Portland, ME 04103

February 16, 2000

RE: 1420 Washington Ave., 344-G-31 - R-P zone

Dear Mrs. Schools,

It has come to our attention that you recently had an exterior satellite dish (approx. 4'x15') installed on a base in the rear of your property. This type of structure requires a building permit. We have no record of any permit application on file. It will be necessary to come in immediately to apply for a permit application to legalize this satellite dish. I am enclosing a copy of an application which explains what you need to submit. I am also enclosing a copy of a site plan exemption form. Any commercial structure requires a site plan review. However, many smaller items can be exempted from that review. As the information explains, we will need a site plan showing its location on the property along with the dimensional setbacks and its height. We will also need a cover letter explaining its use related to what particular business, and structural and anchoring plans.

If you have any questions regarding this matter, please feel free to contact me. If I do not hear from you nor have a permit application within 10 working days of the day of this letter (or by March 2), it will be necessary to turn this matter over to our Corporation Counsel for legal action.

Very truly yours,

Marge Schmuckal
 Zoning Administrator

cc: File

Z 275 867 919

US Postal Service *for Marge*
Receipt for Certified Mail
 No Insurance Coverage Provided.
 Do not use for International Mail (See reverse)

Sent to		Eva L. Schools
Street & Number		1420 Washington Ave
Post Office, State, & ZIP Code		Portland ME 04103
Postage		\$
Certified Fee		
Special Delivery Fee		
Restricted Delivery Fee		
Return Receipt Showing to Whom & Date Delivered		
Return Receipt Showing to Whom, Date, & Addressee's Address		
TOTAL Postage & Fees		\$
Postmark or Date		

PS Form 3800, April 1995

WASHINGTON

SHEET 401-D

AVENUE

No 344



SHEET 345-B

SHEET 343-A

CITY OF PORTLAND
ASSESSORS PLAN
SCALE 1" = 50'