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

September 9, 2010

Dale and Mary Heselton
345 Palmer Avenue
Portland, ME 04103

RE: 345 Palmer Ave. – 353-C-8 – R-2 Residential Zone – permit app #10-1104

Dear Mr. & Mrs. Haselton,

I am in receipt of your building permit to add an addition to your home and change the use of your single family to a single family with an accessory dwelling unit. Such a use is a conditional use appeal under section 14-78(a)2, which is enclosed, that only the Zoning Board of Appeals can grant. At this time your application is on hold until the Zoning Board of Appeals has granted your request for this change of use to allow an accessory dwelling unit.

I have included the necessary paperwork that is required to file a conditional use appeal. Please feel free to call me if you have any questions regarding this appeal at 874-8695.

Very truly yours,

Marge Schmuckal
Zoning Administrator

enclosures