



City of Portland Zoning Board of Appeals

November 26, 2013

Gina Kostopoulos
5 Bramblewood Drive
Portland, ME 04103

Dear Ms. Kostopoulos,

Your Interpretation Appeal was granted on December 6, 2012 allowing you to keep the second kitchen at your property for your daycare. A letter was mailed to you on December 11, 2012 confirming this. The letter also included a second invoice for the outstanding fees for the appeal including the processing fee, the legal ad and the notices that were mailed to the property owners within 500 feet of your property. We have not received your payment for the fees owed. I have enclosed copy of the original invoice. Please submit payment on receipt of this invoice. The check should be written as follows:

MAKE CHECK OUT TO: City of Portland
MAILING ADDRESS: Room 315, Attn: Ann Machado
389 Congress Street
Portland, ME 04101

Please feel free to contact me at 207-874-8709 if you have any questions.

Sincerely,

Ann B. Machado
Zoning Specialist

Cc: File