



Permitting and Inspections Department
Michael A. Russell, MS, Director

Ann Machado, Zoning Administrator

January 10, 2018

NOTICE OF VIOLATION AND ORDER TO CORRECT
Sent by Certified Mail #7014 1820 0001 4047 0683 and by Regular Mail

Clarann T. Floyd
425 Allen Ave.
Portland, ME 04103

Re: 1179 Washington Avenue, Portland, Maine – CBL 408 D003 – R-3 Residential Zone

Dear Ms. Floyd:

On January 19, 2017, this office inspected the above-referenced property and observed that there were three dwelling units in the principal building. City records show that the legal use of the property is a two-family dwelling. The additional dwelling unit was constructed without the required permit, in violation of section 14-463 of the City's Code (available online or at the City Clerk's office), which requires that "no building or part thereof shall be constructed, altered, enlarged or moved unless a permit for such action has been issued by the building authority."

To remedy these violations, within 30 days of the date of this letter, you must either obtain legalization of the dwelling unit under section 14-391 of the City Code, or remove the illegal dwelling unit by removing the kitchen, including all equipment and plumbing. If you choose to apply for legalization and that application is denied, you must remove the illegal unit within 30 days of the City's initial decision.

If you do not take one of the actions described above within 30 days, the City will refer this matter to the City's Corporation Counsel's office for enforcement action. The City may be entitled to an order to correct the violations, civil penalties in the minimum of \$100 per violation per day, costs and fees, and other relief, under section 1-15 of the City Code and 30-A M.R.S. § 4452.

You have the right to appeal this Notice of Violation and Order to Correct pursuant to section 14-472 within thirty days from the date of this letter. If you do not appeal, you may be barred from challenging my findings in the future. Please contact the Zoning Division for the necessary paperwork if you decide to file an appeal.

Please contact me with any questions. Thank you for your prompt attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Christina Stacey". The signature is fluid and cursive, with the first name "Christina" written in a larger, more prominent script than the last name "Stacey".

Christina Stacey
Zoning Specialist
(207) 874-8695
dstacey@portlandmaine.gov