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

May 3, 2010

Mr. James Quinn
3 Van Vechten Street
Portland, ME 04103

Re: 3 Van Vechten Street – 410 C036 – request to waive fees for Disability Variance Application

Dear Mr. Quinn,

As part of the Disability Variance Application, the applicant can request to have the fees waived if they submit financial information to the City and the City determines that the fees are a financial hardship. You requested that the fees be waived for your disability variance application and submitted your financial information (2009 tax return, form 1099R & social security information) last week.

Marge Schmuckal, the Zoning Administrator, and I have reviewed your financial information and find that your gross income for 2009 is significantly lower than eighty percent of the median income for a household of two. As a result, we have determined you do not have to pay any fees associated with the Disability Variance Application.

Please submit the Disability Variance Application as soon as possible; you were given thirty days after the permit was issued to apply for the variance. The thirty day period is up on May 13, 2010.

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

Yours truly,

Ann B. Machado
Zoning Specialist
(207) 874-8709

Cc: file