



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

Ann Machado, Zoning Administrator

09/13/2017

NOTICE OF VIOLATION AND ORDER TO CORRECT
Sent by Certified Mail #7015 3010 0000 0201 1218 and by Regular Mail

Darcy Boulton,
Wanda Estes
112 Windham Center rd.
Windham Maine 04062

Re: 28 Veranda St, Portland, Maine –CBL– 429 B004 001 Zone R5

Dear: Ms. Boulton and Ms. Estes

On 06-05-2017, this office inspected the above-referenced property and observed that there were three dwelling units in the building. City records show that the legal use of the property is two dwellings. The one additional dwelling unit was constructed without the required permits, 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 this violation, you must either obtain legalization of the dwelling unit under section 14-391 of the City Code, or remove the one illegal dwelling unit by removing the kitchen, including all equipment and plumbing.

Within 30 days of the date of this letter, you must apply for legalization, or remove the one illegal unit. If you choose to apply for legalization and this application is denied, you must remove the one illegal unit within 30 days of the City's initial decision.

If you do not do so, 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 \$50 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 'K. A.', with a long horizontal flourish extending to the right.

Kevin A Hanscombe
Code Enforcement Officer
Permitting and Inspections Department
207-756-8169
KAH@portlandmaine.gov