Ann Machado, Zoning Administrator

**ZONING DETERMINATIONS**

Effective July 1, 2016

Thank you for contacting the City of Portland. We appreciate your business and will process your request as efficiently as possible. We are currently experiencing a very high volume of requests. Therefore, it may take up to 20 business days to complete the determination. Thank you for your patience.

There is a $250 Zoning Determination request fee for anything other than a single family residence.

Please submit a Zoning Determination request letter with the following:

1. The street address of the property,
2. The Chart/Block/Lot (CBL)**\***,
3. Your specific request,
4. A sample of the formatted letter for the response, if you have a preference. Otherwise, we will provide it in a standard format on our department’s letterhead.
5. Please submit your request to [zoning@portlandmaine.gov](mailto:zoning@portlandmaine.gov).
6. Please submit your payment in one of the following ways:
   1. Pay online: <https://trx.npspos.com/payapp/public/ECSale.html?siteId=20480&deptId=20480&urlKey=5b4eeea8497523359fce91ce7338c53c658b9662>
   2. Pay over the phone by calling 874-8703.
   3. Mail or drop it off to:

City of Portland

Permitting and Inspections Department

389 Congress Street, Room 315

Portland, Maine 04101

**\*Note:** You can identify the CBL by visiting the following page and typing in a street address: <http://www.portlandmaine.gov/168/Property-Search>