

INSTRUCTIONS FOR VIEWING APPEAL APPLICATIONS

Please find the appeal documents by following these steps:

1. Go to the following website: <http://www.portlandmaine.gov/1730/Applications>
2. Click on the link for "Citizens Self Service"
3. Click on "Search Plans"
4. Enter address of appeal into the address box. Just enter the street number and name (not street/road/avenue). Click the "Search" button.
5. Results will appear below (scroll down).
6. Click on the blue Plan Number that is of interest. This will open the record.
7. Select the "Attachments" tab and all available documents will appear and can be downloaded.