



Zoning Administration
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c/o Building Inspections Sarah
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Date: January 31, 2018

RE: Change of Use Application: 40 Greenleaf St. Reference 12-L-4-5

Christina/Sarah

I am the agent Realtor for the owner of the above referenced property. The purpose of this correspondence is to provide you with the full set of material as per the Commercial Interior Alteration Checklist, for a General Building Permit Application. The type of work is a Change of Use. Please find the following attached documents:

- Commercial Interior Alterations Checklist
- Electronic Signature and Fee Payment Confirmation
- General Building Permit
- Proof of Ownership Deed Bk. 32647/pg. 226 – 3 pages
- Plot Plan/Site Plan as per mortgage survey 2005. No changes have taken place.
- Life Safety Plan with egress, fire doors, fire extinguishers and fire escapes. 4 pgs.
- Existing Floor Plans/Layout. – 3 pgs.
- Administrative Authorization Application – 5 pgs.

As per the building permit application project description, this is a request for an after-the-fact approval of one (1) unit in the building that has been converted to a residential dwelling, some time in the 1990's. No construction, demolition or changes to the structure interior or exterior are being done.

The current use of the building includes three (3) residential dwellings and one currently vacant 1st floor space. Portland City tax records lists the building at 40 Greenleaf St. Reference (12-L-4-5) as Multi-Use with three (3) residential units and one (1) multi-use office. The 1st floor level multi-use office is currently vacant as per City zoning administrative directive to cease current use as a dwelling. Tenant vacated Jan 31, 2018. City records indicate the space was used for a retail store prior to the (1990 +/-) space conversion to residential, and prior to the current ownership.

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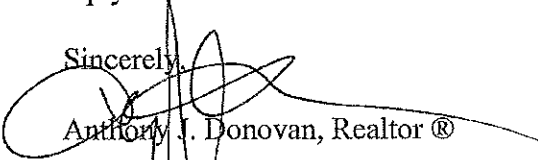
A review of the City of Portland Code of Ordinances, Land Use Chapter 14 DIVISION 7. R-6 (AND R-6A) RESIDENTIAL ZONES, indicates this property meets the dimensional requirements for a 4-unit minimum lot size per unit of 725 SF, having a total lot size of 3,700 according to city records. The property has 123 linear feet of road frontage, and appears to meet minimum front, rear and side yard setbacks. The side yard provides about 1,000SF of landscaped open space.

Parking requirements for the building meet the standards of Division 20 of the Landuse code under "Zone Specific off-street parking", that states {K-. 4.} "No parking shall be required for the first three units in the R-6 zone" and {K. 5} "... no parking shall be required for the creation of one additional unit...".

It appears that the building meets all current land use zoning standards for a 4-unit residential, including life and safety code. The owner has updated the hard-wired fire and smoke alarm system synchronized for the entire building.

Thank you for your consideration of this matter. I can be reached via e-mail (TDonovan@KWCommercial.com) or phone (207-329-6732) at any time. As the property is currently under contract for sale, the owner would appreciate the City Zoning, building and fire code review be done in an expedited manner. We look forward to your reply.

Sincerely,


Anthony J. Donovan, Realtor ®

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