



Planning & Urban Development Department

Director of Planning and Urban Development
Jeff LevineInspection Services, Director
Tammy M. Munson

February 19, 2015

MONAGHAN NANCE M
25 CONGRESS ST
PORTLAND, ME 04101**CBL: 014 N015001**
Located at: 25 CONGRESS ST**Certified Mail 7010 1870 0002 8136 6677**

Dear Ms. Monaghan,

An evaluation of the above-referenced property on **2/3/2015** revealed that there was an illegal unit. The most current permit we have on file (permit #06-1226) gives the legal use of the property as a three family.

25 Congress Street is located in the R-6 residential zone. Multi-family dwellings are allowed in this zone, but they have to meet the criteria of the R-6 zone. Section 14-139(a) (2) (a) gives the minimum land area per dwelling unit requirement as one thousand (1,000) square feet per unit. The lot is 7838 square feet; therefore you do have enough land to apply for a building permit to change the use from three units to four units. Section 14-136(a)(2) outlines other criteria that you need to meet to add a unit to the existing structure. I have enclosed that section of the ordinance. Section 14-332 (a)(2) requires an additional off-street parking space for the new unit. If you can meet all this criteria you can apply for a Change of Use permit to add the fourth unit to make it legal. This permit can be found at <http://www.portlandmaine.gov/754/Applications-Fees> under the Planning and Urban Development Department on the City website.

If you cannot meet the criteria to add a unit, there is an application to legalize existing nonconforming units. Section 14-391 outlines the process and criteria for the application. This application can be found on line at <http://www.portlandmaine.gov/754/Applications-Fees> under the Planning and Urban Development Department on the City website..

You have thirty days from the date of this letter to bring your property into compliance. You need to apply for either the Change of Use Permit or the application for legalization of Nonconforming Dwelling Units or remove one dwelling unit to bring the property into compliance. If we have not received an application within **30 days** we will schedule an inspection to confirm the illegal unit has been removed.

If you have questions on this matter, please contact Ann Machado at 207-874-8709.

Failure to comply will result in this office referring the matter to the City of Portland Corporation Counsel for legal action and possible civil penalties, as provided for in Section 6-1 of the Code.

Portland, Maine



Yes. Life's good here.

Planning & Urban Development Department

Director of Planning and Urban Development
Jeff Levine

Inspection Services, Director
Tammy M. Munson

Sincerely,

A handwritten signature in black ink, appearing to read "Chuck Fagone".

Chuck Fagone
Code Enforcement Officer
(207)874-8789

Section 14-136(a) (2)

Multifamily dwellings, provided that any alteration of a structure in residential use on December 2, 1987:

- a. Shall not result in the creation of any additional dwelling unit of less than six hundred (600) square feet of floor area, exclusive of common hallways and storage in basement and attic; and
- b. Shall not result in any existing dwelling unit being reduced in size to less than one thousand (1,000) square feet of floor area, exclusive of common areas and storage in basement and attic;
- c. Parking shall be provided as required by division 20 of this article;
- d. No open outside stairways or fire escapes above the ground floor shall be constructed;
- e. A below-grade dwelling unit shall be permitted only if access is provided directly to the outside of the building;
- f. Such development shall be subject to article V (site plan) of this chapter for site plan review and approval.

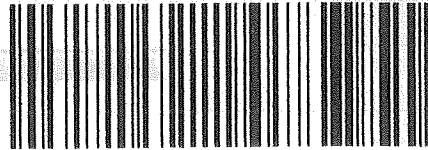
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Portland, Maine



Planning & Urban Development
Inspection Division

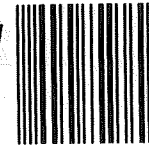
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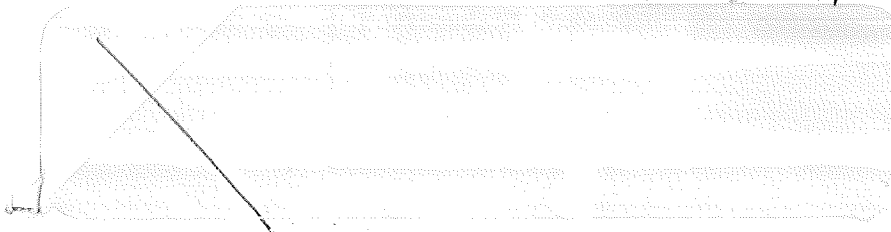
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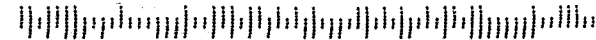
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Sent To **WANCE MONAGHAN**
Street, Apt. No. or PO Box No. **25 CONGRESS ST**
City, State, ZIP+4 **PORTLAND ME 04101**