

August 25, 2014

Ms. Marge Schmuckal, Zoning Administrator
Department of Urban Development
City of Portland
389 Congress Street
Portland, Maine 04101

Dear Ms. Schmuckal:

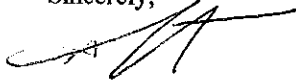
I am requesting a permit to allow me the use of my residence at 151 North Street, #316, for a home occupation. I am a freelance editor/proofreader with clients in the technology and business sectors. My work consists of editing and proofreading documents on my laptop, an acceptable home occupation listed under item (2) of Section 14-410 of the Portland Zoning Ordinance. The following is an explanation of how my home occupation meets the criteria listed under item (1) of the same:

- a. My home occupation will occupy approximately 45 square feet (3%) of floor area of the residence.
- b. No goods will be stored, displayed, or visible from outside the residence.
- c. Storage of the material necessary to perform my occupation is minimal (a desk and a printer) and is included in the 45 square feet of floor space mentioned above.
- d. There will be no external signage related to my home occupation.
- e. No exterior alterations to the residence are necessary.
- f. Since I will not be meeting clients at my residence, no additional parking is necessary.
- g. No objectionable effects will result from my home occupation.
- h. I will not require the services of any employees.
- i. Since I will not be meeting clients at my residence, no additional traffic will be generated by my home occupation.
- j. No vehicles even nearing a gross vehicle weight of 6,000 pounds are necessary for my home occupation.

As you can see, my home occupation is a secondary and incidental use of my residence. The external activity level and impact is negligible and in keeping with the residential character of the neighborhood and the residential atmosphere of the apartment building.

Attached, please find a copy of floor plans showing my entire dwelling and area of the home occupation space, a plot plan, the required General Building Permit (though there will be no construction—just a desk and a printer), and a letter from the owner of the building granting permission to conduct a home occupation on the premises. Thank you for your assistance in this matter.

Sincerely,



Shannon Wright
Editor
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Portland, ME 04101

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