



Planning &amp; Urban Development Department

*Jeff Levine, AICP, Director**Ann Machado, Acting Zoning Administrator*

April 21, 2015

Jayasankar Arla  
40 Waterville LLC  
5518 Painter Green  
San Antonio, TX 78240

Re: 40 Waterville Street - 017-E-014 – R-6 Residential Zone – illegal dwelling unit

Dear Mr. Arla,

It has come to the attention of this office that you have an illegal dwelling unit in the building located at 70 Waterville Street. The legal use of the property is two dwelling units. This is based on my review of our records. Since there were no building permits on file that listed the use of the building, I refer to the pre-1957 assessor's card to determine the legal use of the building. The current ordinance went into effect in June of 1957. The use listed on the assessor's card from the early 1950s is the legal use at this time if there are no permits on file after that date. The 1950s assessor's card for this property lists the use as a two family. An inspection by Code Enforcement Officer, Doug Morin on April 15, 2015 found three units in the building. Since the legal use is two dwelling units, the current use of the building as three units is not legal.

40 Waterville Street is located in the R-6 Residential Zone. This zone allows for multi-unit dwellings. You need to apply for a change of use permit to change the use from a two family to a three family. As part of the permit application, you will need to show that you have a total of three off street parking spaces, one for each dwelling unit. This permit application can also include any work that you need to complete to meet the required building codes and life safety codes.

You have thirty days to bring your property into compliance. You must either apply for the change of use permit to change the use to a three family, or you need to remove one of the dwelling units which includes removing the kitchen.

You have the right to appeal my decision. If you wish to exercise your right to appeal, you have thirty days from the date of this letter in which to file an appeal. If you should fail to do so, my decision is binding and no longer subject to appeal. If you decide to file an appeal please contact our office for the necessary paper work.

Please feel free to contact me if you have any questions.

Portland, Maine



Yes. Life's good here.

Planning & Urban Development Department

*Jeff Levine, AICP, Director*

*Ann Machado, Acting Zoning Administrator*

Yours truly,

A handwritten signature in cursive script, appearing to read "Ann B. Machado".

Ann B. Machado

Acting Zoning Administrator

City of Portland, Maine

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