



Ann Machado <amachado@portlandmaine.gov>

59 Myrtle Street - 2016-03024

Ann Machado <amachado@portlandmaine.gov>
To: "Chris S. Neagle" <CNeagle@troubhheisler.com>
Cc: Avery Yale Kamila <avery.kamila@gmail.com>

Fri, Feb 10, 2017 at 9:04 AM

Avery -

You can submit the change of use permit application. You do meet the land area per dwelling unit requirement and you do meet the parking requirement. As you are aware the one criteria that might cause an issue is section 14-139(c) which requires that no apartment be reduced in size to less than 1,000 sf to create a new unit and the new unit must be a minimum of 600 square feet of floor area. I have looked more closely at this section and the circumstances of this property and I don't think that this section applies in this case. As you state, the three units have existed since at least 2004, so technically you are not creating an additional unit from two existing units. Each of the three units has over 600 square feet of floor area but none of them have 1,000 square feet of floor area.

Please fill out the general building permit application and email the pdf directly to me. You don't have to send it to Permitting and Inspections. Here is the link to the application: <http://www.portlandmaine.gov/DocumentCenter/View/15138> . Under type of work - check Change of use. For Project description - say change of use from two residential units to three residential units - third unit has existed since 2004. Once I receive the pdf, I will change the permit type, sign off on the permit and move it forward in the review process.

You will also get a refund, since the change of use permit fee is \$125 and you paid \$400. Please let me know who the check should be made out to and what address it should be mailed to so I can let our finance officer know.

Let me know if yo have any questions.

Ann

Ann Machado
Zoning Administrator
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