

Zoning Division  
Marge Schmuckal  
Zoning Administrator

Department of Planning & Development  
Lee Urban, Director



## CITY OF PORTLAND

September 8, 2004

Tammy Duffy  
11 Sherman Street – Apt #1  
Portland, ME 04101

RE: 11 Sherman Street – 036-E-019 – R-6 Residential Zone – application #04-1250

Dear Tammy,

I am in receipt of your permit application to change the use of this building from four (4) families to five (5) families. Your permit is denied because you have not submitted all the required information for reviews.

A change of use permit requires the applicant to submit a site plan showing all buildings and parking on the property. Any easements or encumbrances shall also be shown on the site plan. The parking spaces are required to be 9' x 19' and shall be shown individually on the required site plan. Section 14- 332 requires the applicant to show at least one and one-half new parking spaces per each additional dwelling unit(s) being proposed.

Also section 14-522 requires a minor site plan review to be submitted to the planning division for review. If all work is interior, a site plan exemption form may be submitted for review and approval to the planning division. The Inspection Services division cannot issue a building permit until such time that a site plan or site plan exemption has been reviewed and approved.

Your permit will be on hold as denied until such time that all the required information and reviews have been received and approved. If no further information has been received as required, your permit application will be void after 30 days.

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 do so. If you should fail to do so, my decision is binding and not subject to appeal. Please contact this office for the necessary paperwork that is required to file an appeal.

Very truly yours,

A handwritten signature in black ink, appearing to read "Marge Schmuckal". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Marge Schmuckal  
Zoning Administrator

Cc: Sarah Hopkins, Planning  
file