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April 10, 2013

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

Dear Ms. Schmuckal,

I am writing to request permission from the city of Portland to allow use of my home at 30 Mechanic Street Apt #1 for a home occupation. I plan on opening a daycare in my home this coming fall. I will be taking care of no more than three children at one time in addition to my own daughter. In effect my work will be a Licensed family daycare, an acceptable home occupation listed under item (b.)18. 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 (a.) of the same.

1. My home occupation will occupy approximately 737 square feet (100%) of floor area of the residence
2. There will be no outside storage of goods and materials nor shall there be exterior displays, or display of goods visible from the outside
3. Storage of the material necessary to perform my occupation are minimal and included in the 737 square feet of floor space mentioned above
4. There will be no external signage related to my home occupation
5. No exterior alterations to the residence are necessary
6. Parents will briefly drop off and pick up their children. so on-street parking is adequate
7. No objectionable effects will result from my home occupation
8. I will not require the services of any employees

9. Since I will not be meeting clients at my residence, no additional traffic will be generated by my home occupation

10. 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.

Attached you will find a copy of a floor plans showing my entire dwelling and area of the home occupation space, as well as 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,  
Kate Pendleton