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*Penny St. Louis Littell - Director of Planning and Urban Development
Marge Schmuckal, Zoning Administrator*

July 20, 2010

Robert Larkin
2 Cottage Road
South Portland, ME 04106

Re: 76 Portland Street – 036 I022 – B-2b – illegal dwelling units

Dear Mr. Larkin,

Our office received your change of use application on Thursday, July 15, 2010 to change the use of your building at 76 Portland Street from a retail space, an office and five dwelling units to a personal service space, an office and seven dwelling units. I am returning the application that was submitted because it is incomplete. I am also returning the check because the amount was incorrect.

I have enclosed a new Change of Use Permit application Checklist and General Building Permit Application. The General Building Permit Application has to be filled out more thoroughly. I have highlighted the areas that need to be completed.

You need to submit a plot plan that shows the shape and dimensions of the lot, the dimensioned footprints of any existing structures and the distance from the property lines. You also need to show the dimensions of any parking areas and driveways.

The floor plans need to be more detailed. Each floor of the building needs to be drawn out as one big plan showing where each of the individual commercial or residential units are located in relation to each other on each floor. The dimensions for each unit need to be totally clear, and the rooms within the residential units should be labeled (kitchen, living room, bed room bathroom etc.). Common hallways and stairs need to be included.

Since you are proposing to add two dwelling units for a total of seven in the building, you need to have some kind of review through the planning division. You need to contact Barbara Barhydt, Development Review Services Manager, at 874-8699 to find out which application to submit.

Finally, the fee for a change of use permit with no construction is \$30 for the permit and \$75 for the certificate of occupancy for a total of \$105.

Feel free to call me at 874-8709 if you have any questions.

Yours truly,

Ann B. Machado
Zoning Specialist
(207) 874-8709

Cc. file