

**Zoning Administrator  
Department of Urban Development  
City of Portland  
389 Congress Street  
Portland, Maine 04101**

**Dear Zoning Administrator:**

I am requesting a permit to allow me the use of my residence at 116 Sherman Street for a home occupation. I intend to serve as an independent leather gauntlet manufacturer, creating customize leather gauntlet braces for clinical organizations. In effect my work will be molding plaster and sewing leather materials which is an acceptable home occupation listed under item (15) 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 (1) of the same.

- My home occupation will occupy approximately 150 square feet (17%) of floor area of the residence
- No goods will be stored displayed or be visible from outside the residence
- Storage of the material necessary to perform my occupation are minimal and included in the 150 square feet of floor space mentioned above
- There will be no external signage related to my home occupation
- No exterior alterations to the residence are necessary
- Since I will not be meeting clients at my residence, no additional parking is necessary
- No objectionable effects will result from my home occupation
- I will not require the services of any employees
- Since I will not be meeting clients at my residence, no additional traffic will be generated by my home occupation
- No vehicles even nearing a gross vehicle weight of 6,000 pounds are necessary for my home occupation
- The home occupation shall not produce offensive noise, vibration, smoke, dust or other particulate matter, odorous matter, heat, humidity, glare or other objectionable effects;
- There shall be no more than one (1) nonresident employed in the home occupation, provided, however, family day care or home babysitting services shall have no nonresident employees;
- No traffic shall be generated by the home occupation in greater volumes than would normally be expected in a residential neighborhood;

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. I certify that I am the owner of the house and do not need permission to conduct a home occupation. Thank you for your assistance in this matter.