



PORTLAND MAINE

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

March 30, 2010

Olivia Bruzek
112 Salem Street #2
Portland, ME 04102

RE: 29 Payson Street – 066A-C-008 – R-5 Zone

Dear Ms. Bruzek,

I am in receipt of your request for a written letter outlining the specific process needed to go through in order to change the current use of this property from a single family dwelling with a daycare for 12 children to a single family.

Your first step is to submit an application that outlines what you are requesting for a permit. I have enclosed a permit application with this letter. Based upon our conversations, you will be asking for a change of use from a single family with a daycare for 12 children to a single family dwelling. On the second page of this packet is a "General Building Permit Application". In the middle of this application is an area entitled "Project description:". Fill that in for your change of use request. You will also need to fill in all the other areas on the application.

If you need to do work on your property in order to accomplish the change of use, such as remove the kitchen facilities or remove a wall or add a window, please also explain that additional work within the "Project description" area.

If you are not the owner of the property, you will need to show this office your right title and interest in the property such as a purchase and sales document. If you just purchased the property, we will need to see a copy of your deed. Attach the appropriate documentation with your application.


This office will also need to see good floor plans as part of your application. The floor plans should also reflect any other work that may be done as part of your change of use permit. If you are doing any structural changes, this office will need to see the specifics of what you are doing. We will need the specific dimensional information concerning any new construction that you would be proposing. An example would be: "using 2x10s 16" o.c. for a span of 10 feet. Any new door opening would need the header sizes. Any new stairs would need the rise and tread. The application has attached samples of what would be appropriate for submittals.

With this type of permit will also need to see a site plan showing the boundary lines, the building on the lot and available on-site parking. All submittals shall be scalable. If the submittal plans are larger than 11' x 17", this office will need reduced plans or electronic files in pdf format. The fees for this type of permit are stated on the application. Please note that the last step of the building permit for a change of use is to issue a certificate of occupancy. Please be sure you request a certificate of occupancy after the permit is issued and you have completed any work.

At this stage prior to an application, I cannot foresee any complications that would result in a denial of your application to allow a single family dwelling.

If you have any questions regarding this letter, please do not hesitate to call me at 874-8695.

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

Enclosure

Marge Schmuckal
Zoning Manager/Administrator
City of Portland Planning & Urban Development Dept.
398 Congress Street, Room 308
Portland, ME 04101

RE: Permit for Change of Use for 29 Payson Street Property

March 29th, 2010

Ms Marge,

I would like to obtain a document in the form of a written letter, explaining exactly the process I need to go through/applications I need to submit, to remove the 'Daycare' portion of the current use of property located at 29 Payson Street, Portland, Maine 04102 (Book and Page NCFY09).

Enclosed is a cash payment of \$150.00 to cover the fee for obtaining this letter. Please don't hesitate to contact me should you have any questions.

Thank you,



3/29/2010

Olivia Bruzek
112 Salem Street #2
Portland, ME 04102
207-632-1415 (mobile phone)
207-662-5083 (work)

RECEIVED

MAR 29 2010

Dept. of Building Inspections
City of Portland Maine



CITY OF PORTLAND, MAINE

Department of Building Inspections

Original Receipt

Date: 3-29-20

Received from: James [unclear]

Description of Work: [unclear]

Cost of Construction: \$ _____

Building Fee: _____

Permit Fee: \$ _____

Site Fee: _____

Certificate of Occupancy Fee: _____

Totals: 750

Building (A) _____

Plumbing (B) _____

Electrical (C) _____

Gas Piping (D) _____

Other: _____

CEL: _____

Check # _____

Total Collected: 750

No works to be started until permit is issued. Please keep original receipt for your records.

Taken by: _____

WHITE - Applicant's Copy
YELLOW - Office Copy
PINK - Permit Copy

RECORDED
MAY 29 2020
CITY OF PORTLAND, MAINE

Assessor's Office | 389 Congress Street | Portland, Maine 04101 | Room 115 | (207) 874-8466

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Best viewed at 800x600, with Internet Explorer

CBL	066A C008001
Land Use Type	TWO FAMILY
Property Location	29 PAYSON ST
Owner Information	LEONARD JENNIFER KIM 29 PAYSON ST PORTLAND ME 04102
Book and Page	NCFY09/
Legal Description	66A-C-8 PAYSON ST 27-29
Acres	5000 SF 0.115

Current Assessed Valuation:

TAX ACCT NO.	10884	OWNER OF RECORD AS OF APRIL 2009 LEONARD JENNIFER KIM
LAND VALUE	\$85,800.00	29 PAYSON ST
BUILDING VALUE	\$197,300.00	PORTLAND ME 04102
HOMESTEAD EXEMPTION	(\$12,350.00)	
NET TAXABLE - REAL ESTATE	\$270,750.00	
TAX AMOUNT	\$4,803.12	

Any information concerning tax payments should be directed to the Treasury office at 874-8490 or e-mailed.

Building Information:

Card 1 of 1

Year Built	1900
Style/Structure Type	OLD STYLE
# Stories	2
Bedrooms	6
Full Baths	2
Total Rooms	12
Attic	PART FINSH
Basement	FULL
Square Feet	2813

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Sales Information:

Sale Date	Type	Price	Book/Page
11/13/2008	LAND + BUILDING	\$0.00	NCFY09/
2/4/2002	LAND + BUILDING	\$203,000.00	17281/193
5/7/1999	LAND + BUILDING	\$0 00	14740/171

