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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 188 Dartmouth St for a home occupation. I operate a property management company and the home office is intended for processing online applications, processing accounts receivable/payable, and answering phone inquiries from tenants and property owners. The majority of what I am doing is sales and I am out of the office meeting with customers. However, when I am working from my computer or making calls on my phone I need a space set aside to accomplish the tasks previously listed. None of what I do creates any objectionable effects in terms of offensive noises, odor, or unsightly storage of materials on the property. The following is an explanation of how my home occupation meets the criteria listed under item 1 of Section 14-410.

- a. My home office will occupy approximately 170 square feet of floor area
- b. No goods will be stored displayed or visible from outside the residence
- c. Storage of material necessary to perform my occupation are minimal and included in the 170 square feet of floor space mentioned above
- d. I am not intending to place external signage on the building, but if indeed I decide to it will be in accordance with the Portland Zoning Ordinance item 4 in Sec 14-410a
- e. No exterior alterations to the residence are necessary
- f. I have ample off street parking for any client that may need to visit the office
- g. No objectionable effects will result from my home occupation
- h. I will be the only employee of the company working in the office
- i. No traffic shall be generated by the home occupation in greater volumes than would normally be expected in a residential neighborhood.
- j. No vehicle exceeding a gross weight of six-thousand pounds shall be stored on the property in connection with the 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 the floor plans showing my entire dwelling and area of home occupation space. Thank you for your assistance in the matter

MAINELY PROPERTY MANAGEMENT LLC

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