

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

CITY OF PORTLAND

SECTION

PERMIT

PERMIT ISSUED

Permit Number 050369 2005  
APR 19 2005

Please Read Application And Notes, if Any, Attached

This is to certify that Timothy Keiter/ Kay Hamlin

has permission to Change of use, home occupat

AT 140 William St

081 B011001

CITY OF PORTLAND  
*[Signature]*

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of Maine and of the ordinances of the City of Portland regulating the construction, maintenance and use of buildings and structures, and of the application on file in this department.

Apply to Public Works for street line and grade if nature of work requires such information.

Notification of inspection must be given and written permission procured before this building or part thereof is altered or closed-in. FOUR NOTICE IS REQUIRED.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

OTHER REQUIRED APPROVALS

Fire Dept. \_\_\_\_\_

Health Dept. \_\_\_\_\_

Appeal Board \_\_\_\_\_

Other \_\_\_\_\_

DepartmentName

*[Signature]*  
4/15/05  
Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

**City of Portland, Maine - Building or Use Permit Application**  
 389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 05-0369	Issue Date: <b>PERMIT ISSUED</b> APR 19 2005	081 BD11001
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<b>Location of Construction:</b> 140 William St	<b>Owner Name:</b> Timothy Keiter/ Kay Hamlin	<b>Owner Address:</b> 140 William St	<b>Phone:</b> 207-774-5100
<b>Business Name:</b>	<b>Contractor Name:</b>	<b>Contractor Address:</b>	<b>Phone:</b>
<b>Lessee/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Change of Use Home Occupation	<b>Zone:</b> R-3 Primary Zone

<b>Past Use:</b> two family	<b>Proposed Use:</b> Change to a Single family with a home occupation for a lawyer's office	<b>Permit Fee:</b> \$30.00	<b>Cost of Work:</b> \$150.00	<b>CEO District:</b> 2
<b>Proposed Project Description:</b> Change of use from two family to single family with home occupation (Lawyer's Office)		<b>FIRE DEPT:</b> <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Denied Signature: <i>[Signature]</i>	<b>INSPECTION:</b> Use Group: R Type: SB Signature: <i>[Signature]</i>	

<b>PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)</b>	
Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input checked="" type="checkbox"/> Denied	Signature: _____ Date: _____

<b>Permit Taken By</b> dmartin	<b>Date Applied For:</b> 04/08/2005	<b>Zoning Approval</b>		
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1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. 2. Building permits do not include plumbing, septic or electrical work. 3. Building permits are void if work is not <b>started</b> within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..	<b>Special Zone or Reviews</b> <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> OK with conditions Date: 4/12/05	<b>Zoning Appeal</b> <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date:	<b>Historic Preservation</b> <input checked="" type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date:
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**CERTIFICATION**

I hereby certify that I am the owner of record of the named property, or that **the** proposed **work** is authorized **by** the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit **for work** described in the application is issued, I certify that the **code** official's authorized representative shall have the authority to enter all areas covered **by** such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHONE

**City of Portland, Maine - Building or Use Permit**

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

<b>Permit No:</b> 05-0369	<b>Date Applied For:</b> 04/08/2005	<b>CBL:</b> 081 B011001
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<b>Location of Construction:</b> 140 William St	<b>Owner Name:</b> Timothy Keiter/ Kay Hamlin	<b>Owner Address:</b> 140 William St	<b>Phone:</b> 207-774-5100
<b>Business Name:</b>	<b>Contractor Name:</b>	<b>Contractor Address:</b>	<b>Phone:</b>
<b>Lessee/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Change of Use Home Occupation	

<b>Proposed Use:</b> Change to a Single family with a home occupation for a lawyer's office	<b>Proposed Project Description:</b> Change of use from two family to single family with home occupation (Lawyer's Office)
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**Dept:** Zoning      **Status:** Approved with Conditions      **Reviewer:** Marge Schmuckal      **Approval Date:** 04/12/2005

**Note:** **Ok to Issue:**

- 1) During its existence, all aspects of the Home Occupations criteria, Section 14-410, shall be maintained
- 2) Separate permits shall be required for future decks, sheds, pools, and/or garages
- 3) This property shall remain a single family dwelling with a home occupation. Any future change of use shall require a separate permit application for review and approval. The removal of the second dwelling unit as requested will extinguish any legal nonconformity or "grandfathered" rights to such a use in the future.
- 4) Separate permits shall be required for any new signage under the home occupation guidelines.
- 5) This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.

**Dept:** Building      **Status:** Approved with Conditions      **Reviewer:** Tammy Munson      **Approval Date:** 04/15/2005

**Note:** **Ok to Issue:**

- 1) The basement is NOT approved as habitable space. File storage only. A code compliant 2nd means of egress must be installed in order to change the use of this space.
- 2) This is a Change of Use ONLY permit. It does NOT authorize any construction activities.
- 3) Separate permits are required for any electrical, plumbing, or heating.
- 4) Separate Permits shall be required for any new signage.

# All Purpose Building Permit Application

If you or the property owner owes real estate or personal property taxes or user charges on **any** property within the City, payment arrangements **must** be made before permits **of** any kind are accepted.

Total Square Footage of Proposed <del>Structure</del> <sup>USE: Structure</sup>		Square Footage of structure: 3,937
Chart# 81	Block# B	Lot# 11
Applicant name, address & telephone: Timothy Keiter Kay Hamlin 178 Middle St., Ste 400, Portland, ME 774-5100		207-774-5100
<del>Owner</del> /Buyer's Name (If Applicable) n/a	Applicant name, address & telephone: Timothy Keiter Keiter & Associates, P.A. 178 Middle St., Ste 400, Portland, ME 774-5100	Cost Of Work: \$ n/a Fee: \$150.00
Current use: <u>Two-Family Dwelling</u> with home occupation If the location is currently vacant, what was prior use: _____ Approximately how long has it been vacant: _____ Proposed use: <u>Single Family Dwelling with Home Occupation</u> Project description: <u>change of use for a home occupation, to add; Change of home occupation area and to single family use.</u>		<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>DEPT. OF BUILDING INSPECTION CITY OF PORTLAND, ME</b>   <div style="border: 1px solid black; padding: 5px; display: inline-block;"> APR - 7 2005 </div>  <b>RECEIVED</b> </div>
Contractor's name, address & telephone: n/a		
Who should we contact when the permit is ready. <u>Timothy S. Keiter or Kathy Robertson</u> Mailing address: P.O. Box 7332, Portland, ME 04112-7332 <b>We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work. with a Plan Reviewer. A stop work order will be issued and a \$100.00 fee if any work starts before the permit is picked up. PHONE: 207-774-5100</b>		

IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT, WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

Signature of applicant: Timothy S. Keiter Date: April 7, 2005

**This is NOT a permit. you may not commence ANY work until the permit is issued.  
If you are in a Historic District you may be subject to additional permitting and fees with the Planning Department on the 4<sup>th</sup> floor of City Hall**

SUBJECT

Property Address 140 William Street

City Portland

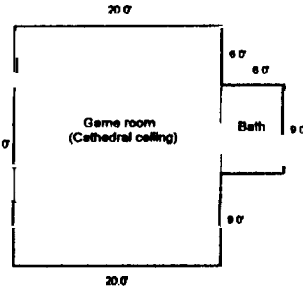
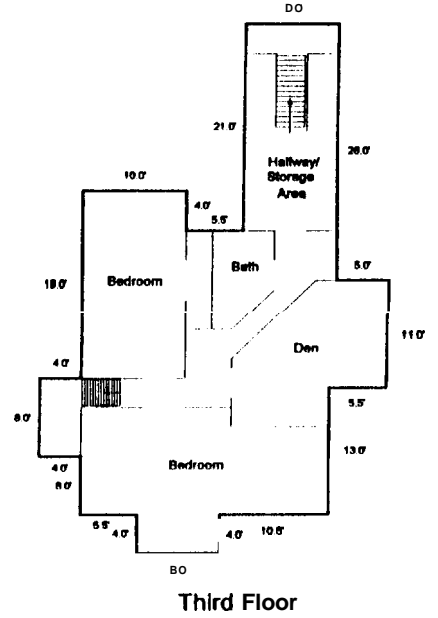
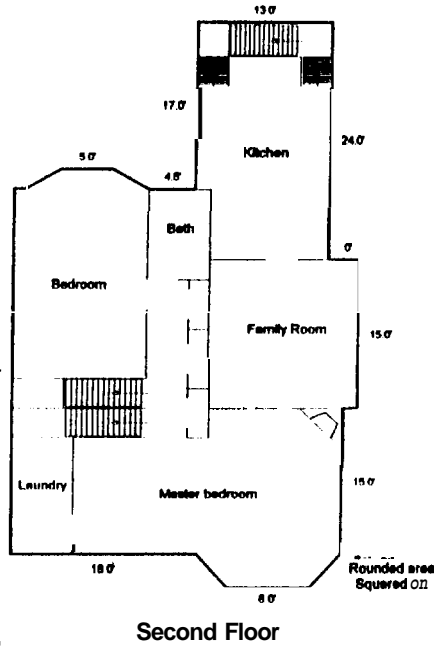
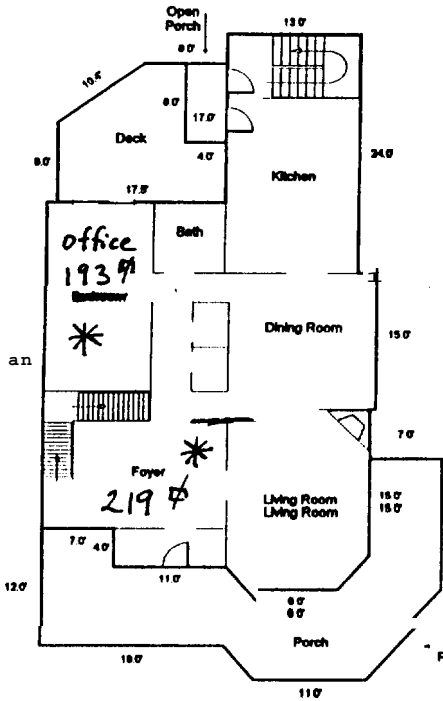
County Cumberland

State ME

Zip 04103

Borrower Keiter/Hamlin

IMPROVEMENTS SKETCH



Expected Use:  
 1st Floor Office: 193  
 Foyer: 219  
 Basement File Storage: 34.5

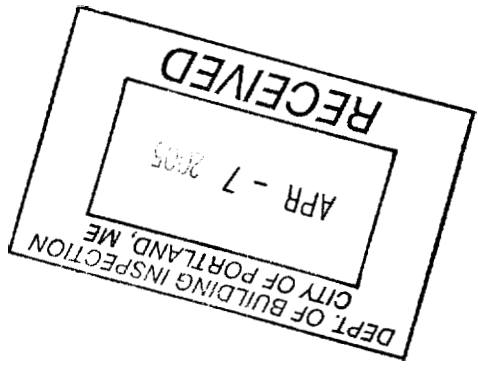
446.5 sq. ft.

2 w den to 500 ft

\* = proposed home occupation use

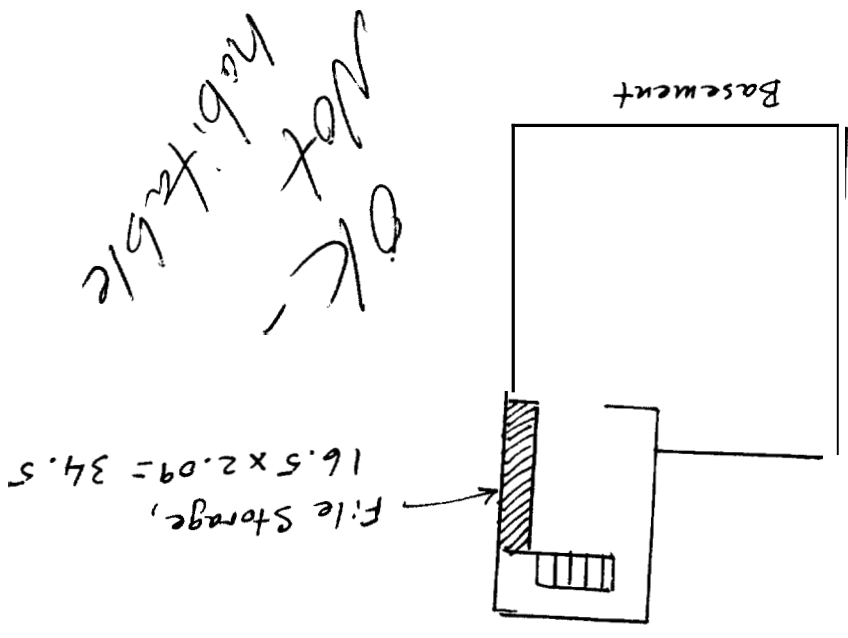
Comments: For exhibit purposes only/general floor plan/interior partitions ~~not to scale~~ not to scale.

See attached sketch of basement area also.



Tim Keiter + Kay Harkin  
140 William Street  
Portland, ME 04103

Basement sketch:



LAW OFFICE OF  
KEITER & ASSOCIATES, P.A.  
178 MIDDLE STREET  
P. O. BOX 7332  
PORTLAND, MAINE 04112  
(207)774-5100 FAX (207)774-5199  
sender's email: [tkeiter@keiterandassociates.com](mailto:tkeiter@keiterandassociates.com)

April 7, 2005

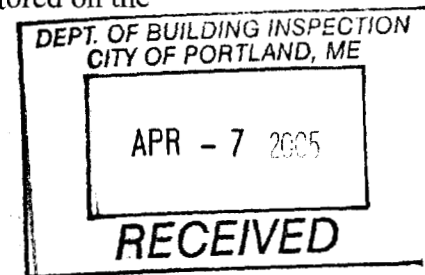
Ms. Marge Schmuckal  
Zoning Administrator  
Department of Urban Development  
City of Portland  
389 Congress Street  
Portland, Maine 04101

Dear Ms. Schmuckal:

I am requesting a permit to allow me the use of my residence at 140 William Street for a home occupation. I intend to serve as an attorney, providing legal services, an acceptable home occupation listed under section (b), item (17) 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:

- a. My home occupation will occupy approximately 446.5 square feet (11.34 %) of floor area of the residence.
- b. No goods will be stored, displayed or be visible from outside the residence.
- c. Storage of the material necessary to perform my occupation is minimal and included in the 446.5 square feet of floor space mentioned above.
- d. There will be one external sign related to my home occupation that will be affixed to the building and will not be illuminated, will not exceed a total area of two square feet, and will not project more than one foot beyond the building.
- e. No exterior alterations to the residence are necessary.
- f. No additional parking is necessary, as the home has ample existing off-street parking and I anticipate infrequent client meetings at my home.
- g. No objectionable effects will result from my home occupation.
- h. I will require the services of only one non-student employee. *ok*
- i. Since I will rarely be meeting clients at my residence no appreciable additional traffic will be generated by my home occupation.
- j. No vehicles exceeding a gross vehicle weight of 6,000 pounds will be stored on the property in connection with my home occupation.

*Set my  
required*



Ms. Marge Schmuckal

April 7, 2005

Page 2

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.

The property was used for a home occupation by the previous owner also, and this is not changing, but I expect to change one of the two rooms she used for her office to a different room. This application also includes a change from two-family use to single-family use! Attached you will find a copy of a floor plan showing the dimensions and area of the home occupation space.

Also enclosed is a check for \$225.00 in payment of the change of use fee and fee for the requisite Certificate of Occupancy.

Please do not hesitate to contact me if you have any questions or concerns. Many thanks for your assistance!

Very truly yours,



Timothy S. Keiter

TSK: kmr

Enclosures

