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Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 04/24/18

Permitting and Inspections Department
Michael A. Russell, MS, Director

Ann Machado, Zoning Administrator

June 2, 2017

Heather Thompson & Mario Proia
9 Adams Street
Peaks Island, ME 04108

Re: 2 Island Ave, Peaks Island, ME 04108; 84-R-3; I-B Island Business Zone

Dear Ms. Thompson and Mr. Proia:

On June 1, 2017, the Zoning Board of Appeals voted 6-0 to grant a Conditional Use Appeal to convert your existing building into four dwelling units. I am enclosing a copy of the Board's decision.

Now that the conditional use appeal has been approved, you will need to apply for a building permit to get formal approval for the change of use and for any construction that has not already been approved (http://www.portlandmaine.gov/DocumentCenter/Home/View/2301).

The addition of new dwelling units also requires approval under the Site Plan review process, which is handled by the city's Planning Department. Please contact Development Review Manager Barbara Barhydt at (207) 874-8699 or bab@portlandmaine.gov to determine what level of review will be required. The Site Plan approval will be required before a building permit can be issued.

Under Section 14-474(f) of the ordinance, the board has granted you 18 months from the date of the meeting to obtain the building permit and start any construction work, or your Zoning Board approval will expire. Appeals from decisions of the Board may be filed in Superior Court in accordance with Rule 80B of the Maine Rules of Civil Procedure.

Should you have any questions, please contact me at (207) 874-8695 or cstacey@portlandmaine.gov.

Sincerely,

Christina Stacey
Zoning Specialist

cc: file