

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 85 Deerfield Road, Apt. 2 for a home occupation. I intend to serve as a Psychosynthesis Coach and Polarity/Massage Therapist, my practice is called Tree of Life Awakening. My work will entail health and wellness, an acceptable home occupation listed under item (9) of Section 14-410 of the Portland Zoning Ordinance. The following is an example of how my home occupation meets the criteria under item (9) of the same.

- a. My home occupation will approximately 163.5 square feet of the floor area of the residence; the room equaling 147 square feet and a half bath attached to the room equaling 16.5 square feet.
- b. No goods will be stored or displayed or be visible from outside the residence.
- c. Storage of the material necessary to perform my occupation are minimal and included in the 147 square feet of floor space mentioned above.
- d. At this time there will be no external signage related to my home business. If I plan on having a sign in the future it will not exceed of (2) square feet, affixed to the building and will not project more than (1) foot beyond the building.
- e. Parking will be provided for my clients in the driveway; no more than one client at a time and on a schedule of every two hours, equaling up to (4) clients a day.
- f. No vehicles even nearing a gross vehicle of 6,000 pounds are necessary for my 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 floor plans showing my entire dwelling and area of the home occupation space, as well as a letter from the owner of the building granting permission to conduct a home occupation on the premises. Thank you for your assistance in the matter.

Sincerely,  
Shannon Emery