

Portland, Maine



Yes. Life's good here.

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

Ann Machado, Zoning Administrator

January 20, 2017

Eletherios Minas
77 William St.
Portland, ME 04103

Re: 77 William Street, CBL 117 D015; R-5 Residential Zone

Dear Mr. Minas:

On January 19, 2017, the Zoning Board of Appeals voted 5-0 to grant your Conditional Use Appeal to add one dwelling unit to your existing two-family home. I am enclosing a copy of the Board's decision.

Now that the conditional use appeal has been approved, you will need to do the following:

1. Apply for a Commercial Interior Alteration Permit (checklist: <http://www.portlandmaine.gov/DocumentCenter/Home/View/2301>; application form: <http://www.portlandmaine.gov/DocumentCenter/View/15138>). This is a building permit to formally change the use to a three-unit and for any construction or alterations that are needed.
2. Submit an Administrative Authorization to the Planning Division for their approval of the new dwelling unit (application form: <https://me-portland.civicplus.com/DocumentCenter/View/2809>).
3. Contact Tyler Norod of the Housing division (207-482-5028 or ttn@portlandmaine.gov) to sign an Affordable Housing Agreement with the city for the new dwelling unit. The finalized agreement will need to be submitted to this office before your building permit can be issued.

Under Section 14-474(f) of the ordinance, you have six months from the date of the meeting (January 19, 2017), 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