

**From:** Lloyd Hall <altonhall@gmail.com>  
**To:** <buildinginspections@portlandmaine.gov>  
**CC:** Ann Machado <AMACHADO@portlandmaine.gov>, Chuck Fagone <PSF@portlandmaine.gov>  
**Date:** 1/25/2016 11:21 PM  
**Subject:** Re: 195 Longfellow St  
**Attachments:** 195 Longfellow St Change of Use Application.pdf; 195 Longfellow St Change of Use Criteria Statement.pdf; 195 Longfellow St Floor Plan.pdf; 195 Longfellow St Plot Plan.pdf

As per the email history copied below, I have attached the proper files here to apply for a change of use from "Single Family Home" to "Single Family Home with 2 Rooms to Rent" for the property at 195 Longfellow Street in Portland.

Ann, I am copying you on my email to BuildingInspections@PortlandMaine.gov. If anything looks wrong or incomplete here, please let me know. And thanks for your help.

Lloyd Hall  
195 Longfellow St  
Portland, ME 04103  
207-200-7727

On Thu, Jan 7, 2016 at 1:17 PM, Ann Machado <AMACHADO@portlandmaine.gov> wrote:

- > Lloyd -
- >
- > Thank you for closing down the listing. You can go ahead and honor the two
- > listings that were already booked.
- >
- > To address the three criteria, you can just do it in statement form.
- >
- > With the application, what I was trying to say is that you don't need to
- > include the last three pages which are the Certificate of Design,
- > Accessibility form and the second Certificate of Design. With the two page
- > checklist since you are not doing any construction you can put N/A for
- > everything but the bottom of the first page where you can check shape &
- > dimension of the lot, location of parking etc. and dimensioned floor plan.
- > If you are still unclear about this you can call me the week of the 18th
- > with any questions.
- >
- > Thank you.
- >
- > Ann
- >
- >
- >
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- >
- > Ann Machado
- > Zoning Administrator
- > Planning & Urban Development
- > Portland, Maine
- > (207) 874-8709
- > >>> Lloyd Hall <altonhall@gmail.com> 1/6/2016 1:30 PM >>>

- > Ann,
- >
- > I have closed down the AirBnB listings for the property while it is not in
- > compliance so no new reservations will be made. One room does currently
- > have reservations booked and paid for January 9th - 18th and for February
- > 20th - 22nd.
- >
- > The three criteria you have outlined will be met without issues. I will
- > note the two rooms intended to be rented on the floor plan illustration
- > that I have, but I'm not exactly sure what the document that addresses the
- > three criteria should look like. Should this just be a signed statement, or
- > will it require an inspection or some other form of verification?
- >
- > I will have to track down a detailed plot plan since I don't have one
- > available at the moment.
- >
- > For the change of use application, you say I need to submit the first four
- > pages. In the document you linked to, it looks like the first two pages are
- > checklists and then there are pages numbered 1 - 5. A lot of what's in this
- > form seems to deal with new construction, so I think I will need help
- > filling it out properly. Would it be best for me to come in person to
- > submit the form during the week of January 18th when I'm back in town?
- >
- > Thanks for all the information, Ann.
- > Lloyd Hall
- > 195 Longfellow St
- >
- > On Wed, Jan 6, 2016 at 2:03 AM, Ann Machado <AMACHADO@portlandmaine.gov>
- > wrote:
- >
- >> Lloyd -
- >> Thank you for contacting me so quickly.
- >> I understand that you have been renting rooms at your property through
- >> Airbnb. Your property at 195 Longfellow Street is located in the R-3
- >> Residential Zone which allows for single family homes. It is my
- >> understanding that this is a single family home. Since this is the legal
- >> use of the property, it is not legal for you to rent rooms. You need to
- >> bring your property into compliance.
- >> Section 14-404(e) of the ordinance allows "the letting of rooms within an
- >> existing dwelling unit in any residential zone" as an accessory use. In
- >> order to "let" rooms under this section you must be able to meet the
- >> following criteria:
- >>
- >> (e) The letting of rooms within an existing dwelling unit in any
- >> residential zone, provided that:
- >>
- >> 1. There shall be no more than two (2) persons occupying such room or
- >> rooms;
- >>
- >> 2. There shall be not more than two (2) rooms per dwelling unit occupied
- >> for such use; and
- >>
- >> 3. There shall be no increase in the bathroom and/or kitchen facilities
- >> in the dwelling, and no such facility shall have been constructed in the
- >> immediately preceding two (2) years.
- >> If you can meet this criteria, you can apply for a change of use permit

>> through the Inspections Division to change the use of your property from a  
>> single family home to a single family home with two rooms to rent. Hee is a  
>> link to the change of use application on the city website:  
>> <http://www.portlandmaine.gov/DocumentCenter/Home/View/2301> You only need  
>> to submit the first four pages of the application. Besides submitting the  
>> electronic signature and fee payment page and the building permit page you  
>> need to submit the following:  
>> 1. A plot plan of the entire lot that shows the dimensions of the lot.  
>> the location of any buildings on the lot, and the location of the driveway  
>> (dimensioned).  
>> 2. A floor plan for each floor of the building, labeling all the rooms  
>> and indicating which two rooms are for rent.  
>> 3. A document that addresses the three criteria that have to be met.  
>> Permit are submitted electronically to the Inspections office. Here is a  
>> link to a document on the city website that explains the building permit  
>> process: <http://www.portlandmaine.gov/DocumentCenter/Home/View/4468>  
>> You should not be renting rooms at your property until you have submitted  
>> the change of use permit, it has been issued and you have received a  
>> certificate of occupancy allowing you to legally rent rooms. Do you have  
>> any reservations at the moment through Airbnb for your house? If so, how  
>> far out do the reservations go? You should not book any new reservations at  
>> this time.  
>> I understand that you are in India until January 18th. You should apply  
>> for the permit within thirty days of this email to bring your property into  
>> compliance.  
>> Please feel free to contact me with any questions.  
>> Ann  
>>  
>>  
>> Ann Machado  
>> Zoning Administrator  
>> Planning & Urban Development  
>> Portland, Maine  
>> (207) 874-8709  
>> >>> Lloyd Hall <[altonhall@gmail.com](mailto:altonhall@gmail.com)> 1/5/2016 11:52 AM >>>  
>> Hi Ann,  
>>  
>> I just spoke to the code enforcement officer Chuck Fagone who gave me  
>> your contact info. He paid a visit to my property at 195 Longfellow St  
>> today to let me know that there are some things I need to do if I want to  
>> be able to rent out rooms in my house.  
>>  
>> I really want to get educated on this to make sure I'm doing everything  
>> properly, so I hope to hear back from you soon. Right now, email (  
>> [AltonHall@gmail.com](mailto:AltonHall@gmail.com) ) is the best way to reach me since I'm in India  
>> until Monday the 18th, but you can also call me at 207-200-7727 as long  
>> as it's before noon Maine time and I should be able to answer.  
>>  
>> Thanks Ann,  
>>  
>> Lloyd Hall  
>> 195 Longfellow St  
>> Portland, ME 04103  
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