Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 03/07/16

From: Lloyd Hall <altonhall@gmail.com>
To: <buildinginspections@portlandmaine.gov>
CC: Ann Machado <AMACHADO@portlandmaine.gov>, Chuck Fagone <PSF@portlandmain...
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 BulidingInspections@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 >>>

RESURGAM CITY OF PORTLAND, MAINE
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> 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

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>> 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
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>>
>> Ann Machado
>> Zoning Administrator
>> Planning & Urban Development
>> Portland, Maine
>> (207) 874-8709
>> >>> Lloyd Hall <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) 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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