Inspections Division
Date: 11/05/13

October 24, 2013

Department of Urban Development
City of Portland
389 Congress Street
Portland, Maine 04101

Dear Zoning Adminstrator,

I am requesting a permit to allow me the use of our residence at 149 Ashmont St., Portland, ME for a home occupation. I intend to provide services as a sole proprietor specifically for designing and developing websites for small businesses, individuals, and non-profits; as well as providing location photography services for Maine Realtors, agents and brokerages and for Maine businesses as a Google Certified Independent Photographer (d/b/a Internet Island - Maine Virtual Tours). In essense my work comes under the categories of computer programming and photographic studio, both which are listed as acceptable home occupation types under item (2) of Section 14-410 of the Portland Zoning Ordinance. The following is an explanation of how my home occupation meets the criteria listed under item (1) of the same.

a. My home occupation will occupy approximately 220 square feet (14%) of total finished floor area of the residence

b. No goods will be stored, or displayed or be visible from outside the residence

c. Storage of the material necessary to perform my work are minimal and included in the 220 square feet of floor space mentioned above

d. There will be no external signage related to my home business

e. No exterior alterations to the residence are necessary

f. Since I will not be meeting clients at my residence, no additional parking is necessary

g. No objectionable effects will result from my home occupation

h. I will not require the services of any employees

i. Since I will not be meeting clients at my residence, no additional traffic will be generated by my home occupation

j. No vehicles even nearing a gross vehicle weight of 6,000 pounds are necessary for my home occupation

My home occupation is a secondary and incidental use of our residence. The external activity level and impact is negligible and in keeping with the residential character of our neighborhood.

Attached you will find a copy of a floor plan showing our dwelling and area of the home occupation

space. Since my wife is the owner of the residence/property, I also included a signed letter from her granting permission to me to conduct a home occupation on the premises.

Thank you kindly for your timely assistance with this matter.

Cheers and best regards,

Joel K. Bolton