October __, 2013

Inspections and Permitting
Room 315
389 Congress Street
Portland, Maine 04101

To Whom It May Concern:

We write this letter in application for a site-plan exempt, zoning board approved change of use permit from retail food establishment to restaurant at a business space at 197 Pleasant Avenue/463 Stevens Avenue. Our change of use appeal to the Portland Zoning Board of Appeals was approved on September 13, 2013. As requested by your office, we include: 1) a dimensional floor plan of the existing space to scale (which will not be changed), showing the location of the intended additional seating; 2) a copy of the first and last page of our lease; 3) a sketch showing the dimension of the lot, footprint of the existing structure, (all of which will not be changed,) and the distance from the property lines; and 4) copies of tax maps showing the location of additional parking and a sketch showing the location and dimensions of on-lot parking areas and driveways, street spaces, and building frontage, (all of which will not be changed).

We also include a copy of our original receipt for our building permit application which shows that we have already paid the $75 certificate of occupancy fee, which was not required for the original building permit application, because there was no change of use, but is now.

Finally, our "expansion" entails the addition of 14 seats, from 9 to 23 seats.

For these reasons, we respectfully request that you issue us a use change permit as soon as possible, so that we can continue to operate our business, as approved.

Thank you.

Keith J. Dunlap, Manager
Jenny C. Siler, Manager
The Coffee Cat, LLC
197 Pleasant Avenue/463 Stevens Ave.
Portland, ME 04103

Inspections Division
Date: 11/12/13