



Planning &amp; Urban Development Department

Jeff Levine, AICP, Director  
Ann Machado, Zoning Administrator

January 8, 2016

Emily Hickey  
5 Greenway Dr.  
Falmouth, ME 04105

Re: 14 Alba Street, Portland, ME 04103; 133-C-013; R-5 Residential Zone

Dear Ms. Hickey:

On January 8, 2016, the Zoning Board of Appeals voted 4-0 (Getz absent) to grant the Conditional Use Appeal to add two additional dwelling units to the 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 apply for a Change of Use Permit to change the use of your property from a two-family to a four-family. This permit can be found on the City website at <http://www.ci.portland.me.us/DocumentCenter/Home/View/2301>. Under Section 14-474(f) of the ordinance, you have six months from the date of the meeting, January 7, 2016, to obtain the permit and start work, or your Zoning Board approval will expire.

Because the project involves adding additional dwelling units, your permit for the change of use cannot be issued until you secure approval from Planning. The type of approval depends on whether your project will entail any site work or exterior expansions. An Administration Authorization or Level 1 Minor Residential/ Site Alteration approvals may be required. Applications for all these may be found at: <http://www.ci.portland.me.us/754/Applications-Fees> under the "Site Plan" heading. If you have questions about which form(s) you should file, please contact Barbara Barhydt, Development Review Manager, at (207) 874-8699 or [bab@portlandmaine.gov](mailto:bab@portlandmaine.gov)

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.

Sincerely,

A handwritten signature in black ink, appearing to read "Christina Stacey".

Christina Stacey  
Zoning Specialist

cc: file