

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

Dear Ms. Schmuckal;

I am requesting a permit to allow me the use of my residence at **161 Clinton Street for a home occupation**. I intend to open a Nature-Based **Preschool, Roots-n-Shoots for six children ages 3-5 years old**. The first floor of my home has (3) egresses directly to the outside and the windows are larger than 30x30. I have met with the city Fire Marshal, John Martell who advised me on where to place the smoke detectors. I confirmed the placement with the State Fire Marshal, Tim Fuller. A certified electrician, Rick Emery installed hardwired smoke and carbon monoxide detectors throughout my home.

I have also had the opportunity to speak and e mail with Jeanie Bourke and Ann Machado who have guided me through the process.

- a. my home occupation will occupy approximately (20%) of floor area of the residence
- b. No goods will be stored, displayed or be visible from the outside the residence
- c. There will be no external signage related to my home occupation
- d. No exterior alterations to the residence are necessary
- e. Parking will be minimal as parents plan to walk preschool. They will drop children off and depart. However, I have a driveway and a garage that can accommodate up to five cars.
- f. No objectionable effects will result from my home occupation
- g. I will not require the service of any employees
- h. Traffic will be a minimum as I will only have six children primarily within walking distance. I will operate the business between 9-3 and parents will come and go at different times.
- i. No vehicles even nearing a gross vehicle weight of 6,000 pounds are necessary for my home occupation.

As you can see, my home occupation is a secondary and incidental use of my residence. The external activity level and impact is negligible and in keeping with the residential character of the neighborhood. All of my neighbors look forward to have children close by.

Attached you will find a copy of a:

Floor plans showing – egresses, smoke detectors and the area of the home occupation.

Plot map and tax receipts.

A letter from the co-owner of the property granting permission to conduct a home occupation on the premises.

Enclosed – a check for \$225

Thank you for your assistance in this matter,
Sincerely, Lynn Rutter

