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*Penny St. Louis - Director of Planning and Urban Development
Marge Schmuckal, Zoning Administrator*

July 21, 2011

Shannon Emery
956 Washington Avenue, #1
Portland, ME 04103

Re: 956 Washington Avenue – 161 F010 – R-5 – home occupation – Permit #2011-07-1722

Dear Ms. Emery,

I am in receipt of your application to add a home occupation to your apartment on the first floor at 956 Washington Avenue. At this point your application is incomplete, and I cannot complete my review.

First, in your cover letter you do not address two of the required conditions under section 14-410(a):

7. The home occupation shall not produce offensive noise, vibration, smoke, dust or other particulate matter, odorous matter, heat, humidity, glare or other objectionable effects; (letter g in the Sample Letter)

9. No traffic shall be generated by the home occupation in greater volumes than would normally be expected in a residential neighborhood; (letter i in the Sample Letter). You need to address how neither of these will be an issue with your proposed home occupation.

Second, you need to provide a plot plan of the property. The plot plan must include the shape and dimension of the lot, the footprint of any structures and the location and dimensions of parking area(s) and driveway(s).

Finally, your floor plan needs to be more accurate. You need to draw the outline of your apartment and then draw the actual rooms with their dimensions, not just the square footage of each room. It does not need to be to scale, but it needs to reflect what is there. This is important to show how you are meeting the criteria for the square footage of the home occupation and the percentage of the area it occupies in your apartment.

Your permit is on hold until I receive this information. Please feel free to contact me at 874-8709 if you have any questions.

Yours truly,

Ann B. Machado
Zoning Specialist
(207) 874-8709