



Permitting and Inspections Department  
Michael A. Russell, MS, Director

Ann Machado, Zoning Administrator

February 5, 2018

Joseph R. Walsh  
9 Galvin St.  
Portland, ME 04103

Re: 11 Galvin Street, CBL 166-F-009; R-5 Residential Zone

Dear Mr. Walsh:

On February 1, 2018, the Zoning Board of Appeals voted 6-0 to grant a Conditional Use to add one additional dwelling unit to your legal two-family dwelling. I am enclosing a copy of the Board's decision.

Now that the conditional use appeal has been approved, you will need to do the following:

1. Apply for a Commercial Interior Alteration Building Permit (application: <http://www.portlandmaine.gov/DocumentCenter/Home/View/2301>) to formally change the use to a three-unit and to gain approval for any construction or alterations that are needed.
2. Submit an Administrative Authorization to the Planning Department for their approval of the new dwelling unit (application form: <http://www.portlandmaine.gov/DocumentCenter/View/2809>).
3. Contact Victoria Volent of the Housing and Community Development Division (207-482-5028 or [vvolent@portlandmaine.gov](mailto:vvolent@portlandmaine.gov)) to sign an Affordable Housing Agreement with the city for the new dwelling unit. The finalized agreement will need to be submitted to this office before your building permit can be issued.

Under Section 14-474(f) of the ordinance, you have six months from the date of the meeting (February 1, 2018), to obtain the building permit and start any construction work, or your Zoning Board approval will expire.

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 or [estacey@portlandmaine.gov](mailto:estacey@portlandmaine.gov).

Sincerely,

Christina Stacey  
Zoning Specialist

cc: file