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*Penny Littell- Director of Planning and Development
Marge Schmuckal, Zoning Administrator*

August 5, 2008

Joanne Anania-Queen
268 W. Concord Street
Portland, ME 04103

RE: 268 W. Concord St. - 175-C-007 – R-5 Zone – incomplete permit application

Dear Ms. Anania-Queen,

I am in receipt of a sent application for a change of use for a home occupation for in-home day care. Please note that I am returning your application and attachments. The application has not been filled in appropriately and the required fee has not been enclosed. This office can not process your request without all of the required paperwork and fees.

I will also pass on information to you that any home occupation for over 5 children, although allowed under zoning, will result in more restrictive building code requirements. If you adjust you application to no more than five (5) children, you can avoid the stricter building code requirements.

If you have any questions regarding this matter, please do not hesitate to call me at 874-8695.

Very truly yours,

Marge Schmuckal
Zoning Administrator

Cc: Jeanie Bourke, Inspection Services Director
File