



Planning &amp; Urban Development Department

*Jeff Levine, AICP, Director**Ann Machado, Zoning Administrator*

August 14, 2015

Timothy Ingraham  
91 Vesper Street, Apt. #2  
Portland, ME 04101

Re: 314-316 Stevens Avenue; 176-E-11; R-5 Residential Zone

Dear Mr. Ingraham:

On August 6, 2015, the Zoning Board of Appeals voted 4-0 (Moppin and Gavin absent) to grant the Conditional Use Appeal to legalize an existing accessory dwelling unit within the footprint of the single 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 single family to a single family with an accessory dwelling unit. This permit can be found on the City website

<http://www.portlandmaine.gov/documentcenter/view/2301>. You have six months from the date of the meeting, July 16, 2015, referenced under section 14-474(f) to obtain the permit and start work, or your Zoning Board approval will expire.

You will also need to submit an Administrative Authorization Application to add the accessory dwelling unit. This application can be found on the City website

<http://www.portlandmaine.gov/documentcenter/view/2809>. Your permit for the change of use cannot be issued until Planning approves the Administrative Authorization.

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 Ann Machado, Zoning Administrator at (207) 874-8709.

Sincerely,

A handwritten signature in black ink that reads "Jennifer Munson".

Jennifer Munson

Planning Division Office Manager