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

July 16, 2008

Robert & Delores Hogle
24 Motley Street
Portland, ME 04103

RE: 24 Motley Street – 177-F-008 & 18 – R-5 Zone – permit #08-0804

Dear Mr. & Mrs. Hogle,

I am in receipt of your application to erect a new porch on the front of your dwelling at 24 Motley Street. Your submitted plot plan shows a 14 foot setback to the street. First of all please note that all setback requirements are to your front property line, not the curb line, not the street line, not the sidewalk line. It is the responsibility of the owner to know exactly where the front property line is located. I would need a revised plot plan showing the location of the front property line of your property and the correct setback to the new structure you want to build.

I note that your application characterizes the porch as a replacement of an old porch. This office has no information showing that this “replacement porch” existed within the last year. Therefore, this office considers the work you are proposing to be a *new porch*. All new work needs to meet the current requirements of the ordinances. This property is located within an R-5 residential zone which normally requires a minimum setback of 20 feet to the front property line. Your application indicates that you have 14 feet to the “street” (see the above discussion of property line vs street line setbacks).

The R-5 Zone also allows the required front yard to be averaged using the setbacks of the properties on either side of your property. To use this provision, this office will need specific plans showing the setbacks of the properties on either side including where their specific setbacks are located.

Your permit will be on hold until all such required information has been submitted. If you have any questions regarding this matter, please do not hesitate to contact me at 874-8695.

Very truly yours,

Marge Schmuckal, Zoning Administrator