



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

Ann Machado, Zoning Administrator

October 11, 2016

Michael and Molly Collin
76 Frances St.
Portland, ME 04102

Re: 76 Frances St, Portland, ME 04102; 187-E-018; R-3 Residential Zone

Dear Mr. and Mrs. Collin:

On October 6, 2016, the Zoning Board of Appeals voted 4-0 (Gavin, Zamboni absent) to grant the Conditional Use Appeal to add an accessory dwelling unit as part of an addition to the existing single-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 apply for a Residential Additions Permit (<http://me-portland.civicplus.com/DocumentCenter/Home/View/3661>) to construct the addition and change the property from a single-family home to a single-family home with accessory dwelling unit. You will also need to submit an Administrative Authorization (<http://me-portland.civicplus.com/DocumentCenter/View/2809>) to the Planning Division since you are adding a dwelling unit to the property. Under Section 14-474(f) of the ordinance, you have six months from the date of the meeting, October 16, 2016, to obtain the 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 cstacey@portlandmaine.gov.

Sincerely,

Christina Stacey
Zoning Specialist

cc: file