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*Jeff Levine, AICP, Director
Marge Schmuckal, Zoning Administrator*

June 18, 2013

Ayumi Horie
1266 Westbrook Street
Portland, ME 04102

RE: Home Occupation application – 1266 Westbrook Street

Hi Ayumi,

I received a cover letter and a check from you. That is not a full application. I am returning the check and cover letter to you. I am enclosing a copy of our Home Occupation guidelines to better help you apply for your permit. All of the requested items must be submitted with your application.

Also, please note that ALL applications must be submitted electronically. I have also sent you an instructional sheet that details how you can submit your application electronically.

I hope to receive your full application soon,

Thank you,

Marge Schmuckal
Zoning Administrator
City of Portland, MEP