



PORTLAND MAINE

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*Penny St. Louis Littell - Director of Planning and Urban Development
Marge Schmuckal, Zoning Administrator*

September 7, 2010

Joanne Anania-Queen
76 Longwood Drive
Portland, ME 04102

RE: 76 Longwood Drive – 283 E006 – R-3 – home occupation for in home daycare,
permit #10-1086

Dear Ms. Anania-Queen,

As I told you on the telephone, your application, for a home occupation for an in home daycare for five children, is incomplete. In your cover letter you need to address each of the ten criteria for a home occupation specifically and show how you are meeting them. I have enclosed your cover letter, a copy of a sample cover letter and the ten criteria from the ordinance that you have to specifically address in your letter.

I also spoke to your landlord Rocco Navarro. Since he has recently purchased the property, we need something from him that shows that he has right, title and interest for the property.

Your permit is on hold until we receive a revised cover letter from you and right, title and interest from your landlord.

Please feel free to call me at 874-8709 if you have any questions.

Yours truly,

Ann B. Machado
Zoning Specialist
(207) 874-8709

Cc file