

Form # P 04

**DISPLAY THIS CARD ON**  
**CITY C**

Please Read  
Application And  
Notes, if Any,  
Attached

This is to certify that LIBBY JUSTINE A

has permission to Change of use from single family ho

AT 1320 FOREST AVE

provided that the person or persons, firm  
of the provisions of the Statutes of Minn  
the construction, maintenance and use o  
this department.

Apply to Public Works for street line  
and grade if nature of work requires  
such information.

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**OTHER REQUIRED APPROVALS**

Fire Dept. \_\_\_\_\_

Health Dept. \_\_\_\_\_

Appeal Board \_\_\_\_\_

Other \_\_\_\_\_

Department Name

**PENALTY**

**City of Portland, Maine - Building or Use Permit Application**  
 389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 08-0576	Issue Date:	CBL: 292 D003001
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Location of Construction: 1320 FOREST AVE	Owner Name: LIBBY JUSTINE A	Owner Address: 1320 FOREST AVE	Phone:
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Change of Use Home Occupation	Zone: R-5

Past Use: Single Family Home	Proposed Use: Single Family Home w/ home occupation/ real-estate office Change of use from single family home to single family home w/ home occupation/ real-estate office	Permit Fee: \$225.00	Cost of Work: \$150.00	CEO District: 5
		FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: Type:	

Proposed Project Description: Change of use from single family home to single family home w/ home occupation/ real-estate office	<p style="text-align: center; font-size: 2em; font-weight: bold; opacity: 0.5;">EXPIRED</p> <p>Signature: _____ Date: _____</p>
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Permit Taken By: ldobson	Date Applied For: 05/28/2008	<b>Zoning Approval</b>
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1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. 2. Building permits do not include plumbing, septic or electrical work. 3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..	<b>Special Zone or Reviews</b> <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> Date:	<b>Zoning Appeal</b> <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date:	<b>Historic Preservation</b> <input type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date:
	EXPIRED		

**CERTIFICATION**

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHONE

**City of Portland, Maine - Building or Use Permit**  
 389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

<b>Permit No:</b> 08-0576	<b>Date Applied For:</b> 05/28/2008	<b>CBL:</b> 292 D003001
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<b>Location of Construction:</b> 1320 FOREST AVE	<b>Owner Name:</b> LIBBY JUSTINE A	<b>Owner Address:</b> 1320 FOREST AVE	<b>Phone:</b>
<b>Business Name:</b>	<b>Contractor Name:</b>	<b>Contractor Address:</b>	<b>Phone:</b>
<b>Lessee/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Change of Use Home Occupation	

<b>Proposed Use:</b> Single Family Home w/ home occupation/ real-estate office Change of use from single family home to single family home w/ home occupation/ real-estate office	<b>Proposed Project Description:</b> Change of use from single family home to single family home w/ home occupation/ real-estate office
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<b>Dept:</b> Zoning	<b>Status:</b>	<b>Reviewer:</b> Ann Machado	<b>Approval Date:</b>	<b>Ok to Issue:</b> <input type="checkbox"/>
<b>Note:</b>				
<b>Dept:</b> Building	<b>Status:</b> Pending	<b>Reviewer:</b>	<b>Approval Date:</b>	<b>Ok to Issue:</b> <input type="checkbox"/>
<b>Note:</b>				

**EXPIRED**

<b>Comments:</b> 6/9/2008-amachado: Needs to do a conditional use appeal because the use is not specifically listed. Spoke to the applicant. The application also was incomplete and the applicant has to live at the house. Sent letter. 12/18/2009-amachado: Never heard anything back from applicant. Been well over 6 months. Application has expired.
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# General Building Permit Application

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Location/Address of Construction: <u>1320 Forest Ave</u>		
Total Square Footage of Proposed Structure/Area		Square Footage of Lot
Tax Assessor's Chart, Block & Lot Chart# <u>292</u> Block# <u>D</u> Lot# <u>3</u>	Applicant * <b>must be owner</b> (Lessee or Buyer*) Name <u>Robert Q. Libby</u> Address <u>19 Black Island Rd</u> City, State & Zip <u>Ox Rd, ME 04170</u>	Telephone: <u>202-390-9554</u>
Lessee/DBA (If Applicable) <u>Quincy Realty</u>	Owner (if different from Applicant) Name <u>Justin A. Libby</u> Address <u>1320 Forest Ave</u> City, State & Zip <u>Portland, ME 04103</u>	Cost Of Work: \$ <u>N/A</u> C of O Fee: \$ _____ Total Fee: \$ _____
Current legal use (i.e. single family) <u>Single family</u> If vacant, what was the previous use? _____ Proposed Specific use: <u>1 room for office SF w/ Home OCC</u> Is property part of a subdivision? <u>NO</u> If yes, please name _____ Project description: <u>Moving telephone and cable lines only by lessee</u>		
Contractor's name: <u>N/A</u>		
Address: _____		
City, State & Zip: _____ Telephone: _____		
Who should we contact when the permit is ready: <u>Above</u> Telephone: _____		
Mailing address: _____		

# EXPIRED

**Please submit all of the information outlined on the applicable Checklist. Failure to do so will result in the automatic denial of your permit.**

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at [www.portlandmaine.gov](http://www.portlandmaine.gov), or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

Signature: [Signature] Date: 5/28/08

**This is not a permit; you may not commence ANY work until the permit is issue**



# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life • [www.portlandmaine.gov](http://www.portlandmaine.gov)*

*Lee Urban- Director of Planning and Development  
Marge Schmuckal, Zoning Administrator*

June 10, 2008

Robert Q. Libby  
PO Box 882  
Portland, ME 04104

Re: 1320 Forest Avenue – 292 D003 – R-5 – home occupation – permit #08-0567

Dear Mr. Libby,

This letter is a follow up to the telephone conversation we had yesterday. You applied to have a real estate office at your daughter's house at 1320 Forest Avenue. A real estate office is not a permitted use in the R-5 residential zone. The only way to have a real estate office as a use is as a home occupation. For the office to be a home occupation, you need to reside at the property.

Section 14-410 of the ordinance outlines the conditions that need to be met to have a home occupation. Section 14-410(c) states that if the proposed home occupation is not specifically listed in section 14-410(b) but it is similar to or no more objectionable to what is listed, then you can make a conditional use appeal to the Zoning Board of Appeals to have the home occupation as a conditional use. I have enclosed a copy of the conditional use application and information about the application process for the Zoning Board of Appeals.

In your conditional use appeal, you need to address all ten parts of section 14-401(a) of the ordinance to show that you can meet all the criteria of a home occupation. I have enclosed a copy of the home occupation application, which includes section 14-410 of the ordinance, so you can be sure to address all the conditions.

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

Yours Truly,

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

05/28/2008  
Ms. Marge Schmuckal  
Zoning Administrator  
City of Portland  
389 Congress Street  
Portland, ME 04101

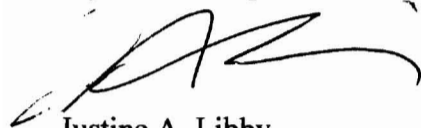
EXPIRED

Dear Ms. Schmuckal:

I am requesting a permit to allow my father to occupy a 7' by 9' alcove in my house for his computer and related hardware in order to comply with the Maine Real Estate Commission's requirement for an office. Archived materials will be placed in an unused portion of my home. *part of the*

- The business is almost exclusively conducted by my father meeting his clients in the rural counties of Oxford and Franklin Cos., selling mainly recreational properties.
- Clients would need an appointment, and walk in customers would not be accepted.
- In the event clients need to come to Portland there is ample parking for 5 cars.
- One 2 ft square sign will be placed on the building identifying Quincy Realty.
- No alterations will be done except to allow for phone and cable hookups.

My father composed this letter.



Justine A. Libby



1-800-479-1098

1320 Forest Ave  
1st floor

scale  
1 block = 1 foot

