



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • 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