

Zoning Administrator
Department of Urban Development
City of Portland
389 Congress Street
Portland, Maine 04101

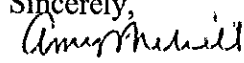
Dear Zoning Administrator,

I am requesting a permit to allow me the use of my residence at 2 Forest Circle, Portland, Maine for home occupation. I intend to utilize my home office to complete paperwork necessary for operating a community based skill development service. In effect, my work will be similar to an acceptable home occupation listed under item (22) of Section 14-410 of the Portland Zoning Ordinance. The following is an explanation of how my home occupation meets the criteria under item (22) of the same.

- a. My home occupation will occupy approximately 100 square feet 9% of the floor area of the residence.
- b. No goods will be stored, displayed or be visible from outside the residence.
- c. Storage of the material necessary to perform my occupation is minimal and included in the 100 square feet of floor space mentioned above.
- d. There will be no external signage related to my home occupation.
- e. No exterior alterations to the residence are necessary.
- f. Since I will not be meeting clients at my residence, no additional traffic will be generated by my home occupation.
- g. No objectionable effects will result from my home occupation.
- h. I will not require the services of any employees at the residence.
- i. Since I will not be meeting clients at my residence, no additional traffic will be generated by my home occupation.
- j. No vehicles even nearing a gross vehicle weight of 6,000 pounds are necessary for my home occupation.

As you can see, my home occupation is a secondary and incidental use of my residence. The external activity level is negligible and in keeping with the residential character of the neighborhood.

Attached you will find a copy of the floor plans showing my entire dwelling and area of the home occupation space. Thank you for your assistance with this matter.

Sincerely,

Amy Mihill