

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 28 West Commonwealth Drive for a home occupation. I intend to serve as a licensed in-home day care facility with no more than 4 children in my home. In effect my work will be considered as acceptable home occupation listed under item (18) of Section 14-410 of the Portland Zoning Ordinance. The following is an explanation of how my home occupation meets the criteria listed under item (18) of the same.

- a. My home occupation will occupy approximately 259 square feet (21%) of 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 are minimal and included in the 200 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. I will not produce offensive noise, vibration, smoke, dust or other particulate matter, odorous matter, heat, humidity, glare or other objectionable effects.
- g. Off-street parking is available where I reside.
- h. I will not require the services of any employees.
- i. No traffic shall be generated by my home occupation in greater volumes than would normally be expected in a residential neighborhood.
- 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 and impact is negligible and in keeping with the residential character of the neighborhood. Attached you will find a copy of a floor plans showing my entire dwelling and area of the home occupation space, as well as a letter from the owner of the building granting permission to conduct a home occupation on the premises.

Thank you for your assistance in this matter,

Jennifer Doane