Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 01/26/18

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 6 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