

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND BUILDING PERMIT

This is to certify that NADINEC PRANCKUNAS

Located At 31 VERRILL ST

Job ID: 2011-09-2337-CH OF USE

CBL: 299- D-037-001

has permission to *Change of use from SFH to SFH w/ NOCC Dog Groom*
provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statues of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be

Fire Prevention Officer

Code Enforcement Officer / Plan Reviewer

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY
PENALTY FOR REMOVING THIS CARD**

BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

or email: buildinginspections@portlandmaine.gov

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the city of Portland Inspections Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
- **Permits expire in 6 months. If the project is not started or ceases for 6 months.**
- **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**

Required Inspections:

Final Inspection

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCUPIED.



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

Director of Planning and Urban Development
Penny St. Louis

Job ID: 2011-09-2337-CH OF USE

Located At: 31 VERRILL ST

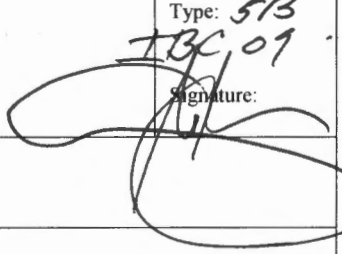
CBL: 299- D-037-001

Conditions of Approval:

1. During its existence, all aspects of the Home Occupation criteria, Section 14-410, shall be maintained. Also the following conditions approved by the Zoning Board of Appeals must also be followed. The dogs must be kept inside to the greatest extent possible. If the dogs need to be outside, they must be leashed and attended. The hours of operation are 9am to 5pm seven days a week.
2. Separate permits shall be required for any new signage.
3. This is a change of use permit only. It does not authorize any construction work.

City of Portland, Maine - Building or Use Permit Application

389 Congress Street, 04101 Tel: (207) 874-8703, FAX: (207) 8716

| | | | |
|---|--|--|---|
| Job No: 2011-09-2337-CH OF USE | Date Applied: 9/26/2011 | CBL: 299- D-037-001 | |
| Location of Construction: 31 VERRILL ST | Owner Name: NADINE C PRANCKUNAS | Owner Address: 31 VERRILL ST PORTLAND, ME 04103 | Phone: 207-878-5294 |
| Business Name: | Contractor Name: | Contractor Address: | Phone: |
| Lessee/Buyer's Name: | Phone: | Permit Type: Building – Change of use | Zone: R-3 |
| Past Use: Single family | Proposed Use: Single family with dog grooming as a home occupation – change of use to add dog grooming as a home occupation | Cost of Work: | CEO District: |
| | | Fire Dept:  | Inspection: Use Group: R-3 Type: 513 IBC 01 Signature:  |
| Proposed Project Description: Change of use from SFH to SFH w/ Hocc Dog Grooming | | Pedestrian Activities District (P.A.D.) | |
| Permit Taken By: | Zoning Approval | | |

| | | | |
|---|--|---|---|
| <p>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</p> <p>2. Building Permits do not include plumbing, septic or electrical work.</p> <p>3. Building permits are void if work is not started within six (6) months of the date of issuance. False informatin may invalidate a building permit and stop all work.</p> | <p>Special Zone or Reviews</p> <p><input type="checkbox"/> Shoreland</p> <p><input type="checkbox"/> Wetlands</p> <p><input type="checkbox"/> Flood Zone</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Site Plan</p> <p><input type="checkbox"/> Maj <input type="checkbox"/> Min <input type="checkbox"/> MM</p> <p>Date: 06 w/ conditions 9/29/11 ARN</p> | <p>Zoning Appeal</p> <p><input type="checkbox"/> Variance</p> <p><input type="checkbox"/> Miscellaneous</p> <p><input checked="" type="checkbox"/> Conditional Use</p> <p><input type="checkbox"/> Interpretation</p> <p><input checked="" type="checkbox"/> Approved 50</p> <p><input type="checkbox"/> Denied</p> <p>Date: 9/15/11</p> | <p>Historic Preservation</p> <p><input checked="" type="checkbox"/> Not in Dist or Landmark</p> <p><input type="checkbox"/> Does not Require Review</p> <p><input type="checkbox"/> Requires Review</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved w/Conditions</p> <p><input type="checkbox"/> Denied</p> <p>Date: ARN</p> |
| | 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 appication 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 |

2011-09-2337

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>31 Verrill St. Portland, Me 04103</u> | | |
| Total Square Footage of Proposed Structure/Area <u>Pipes only</u> | Square Footage of Lot <u>7,200 ft.</u> | Number of Stories <u>2</u> |
| Tax Assessor's Chart, Block & Lot Chart# <u>299</u> Block# <u>D037</u> Lot# <u>5</u> <u>038</u> ← <u>039</u> | Applicant *must be owner, Lessee or Buyer* Name <u>Nadine Pranchuras</u> Address <u>31 Verrill St</u> City, State & Zip <u>Portland, Me 04103</u> | Telephone: <u>207-878-5294</u> <u>cell 423-0207</u> |
| Lessee/DBA (If Applicable) | Owner (if different from Applicant) Name Address City, State & Zip | Cost Of Work: \$ <u>850. (\$10 fee)</u> C of O Fee: \$ <u>75.</u> Total Fee: \$ <u>85</u> |
| Current legal use (i.e. single family) <u>family</u> Number of Residential Units <u>1</u> If vacant, what was the previous use? _____ Proposed Specific use: <u>dog grooming business</u> Is property part of a subdivision? <u>no</u> If yes, please name _____ Project description: <u>change of use to res single family w/ home occupation as dog grooming</u> <u>separate permit - installation of plumbing for tub</u> | | |
| Contractor's name: <u>Peter Maietta, plumber</u> Address: <u>1566 Forest Ave.</u> City, State & Zip: <u>Portland, Me</u> Telephone: <u>207-797-2685</u> | | RECEIVED SEP 26 2011 Dept. of Building Inspections City of Portland Maine *by mail |
| Who should we contact when the permit is ready: <u>Nadine Pranchuras</u> Telephone: <u>878-5294</u> Mailing address: <u>31 Verrill St. Port, Me 04103</u> | | |

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, 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: Nadine Pranchuras Date: 9/20/11

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

CITY OF PORTLAND, MAINE

ZONING BOARD OF APPEALS

Philip Saucier-chair
Sara Moppin
Matthew Morgan
Gordan Smith-secretary
Mark Bower
William Getz
Elyse Wilkinson

Nadine Pranckunas
31 Verrill Street
Portland, ME 04103

September 16, 2011

RE: 31 Verrill Street
CBL: 299 D037, 038 & 039
ZONE: R-3

Dear Ms. Pranckunas:

At the September 15, 2011 meeting, the Zoning Board of Appeals voted 5-0 to grant your conditional use appeal to allow you to have a dog grooming business as a home occupation with the following conditions. One, the dogs must be kept inside to the greatest extent possible. Two, if the dogs are outside, they must be leashed and attended. Three, the hours of operation are 9AM to 5 PM seven days a week. Four, the maximum number of dogs allowed at one time is three. Five, this conditional use approval only exists as long as you are the owner of the property. I am enclosing a copy of the Board's decision.

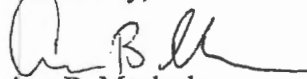
You will also find an invoice for \$180.95 for the fees that are still owed on the appeal for the cost of the legal ad, the cost of the noticing and the processing fee. Please submit your payment on receipt of the invoice.

Now that the conditional use appeal has been approved, you need to submit a Home Occupation application to be able to operate the dog grooming business at your home. I have enclosed the Home Occupation Application. I also have enclosed a sign permit application. You have six months from the date of the hearing, September 15, 2011, referenced under section 14-474(f), to obtain the home occupation permit and certificate of occupancy, or your Zoning Board approval will expire.

Appeals from decisions of the Board may be filed in Superior Court in accordance with Rule 80B of the Maine Rules of Civil Procedure.

Should you have any questions, please feel free to contact me at 207-874-8709.

Yours truly,



Ann B. Machado
Zoning Specialist

Cc. file

CITY OF PORTLAND, MAINE

ZONING BOARD OF APPEALS

ZONING BOARD APPEAL DECISION

To: City Clerk

From: Marge Schmuckal, Zoning Administrator

Date: September 16, 2011

RE: Action taken by the Zoning Board of Appeals on September 15, 2011.

Members Present: William Getz (acting chair), Mark Bower, Elyse Wilkinson, Matthew Morgan (acting secretary) and Sara Moppin

Members Absent: Phil Saucier and Gordon Smith

1. New Business

A. Conditional Use Appeal:

31 Verrill Street, Nadine Prancunas, owner, Tax Map 299, Block D, Lots 037, 038, & 039, R-3 Residential Zone: The appellant is seeking a Conditional Use Appeal under section 14-410(c) to have a dog grooming business as a home occupation. Representing the appeal is the owner. **The Board voted 5-0 to grant the Conditional Use Appeal to have a dog grooming business as a home occupation with the following conditions. One, the dogs must be kept inside to the greatest extent possible. Two, if the dogs are outside, they must be leashed and attended. Three, the hours of operation are 9AM to 5 PM seven days a week. Four, the maximum number of dogs allowed at one time is three. Five, this conditional use approval only exists as long as the applicant is the owner of the property.**

Enclosure:

Decision for Agenda from September 15, 2011

Original Zoning Board Decisions

One dvd

CC: Mark Rees, City Manager

Penny St. Louis, Director, Planning & Urban Development

Alex Jaegerman, Planning Division

September 20, 2011

Ann Machado
Zoning Specialist
Dept. of Planning and Development
City of Portland
389 Congress St.
Portland, Maine 04101

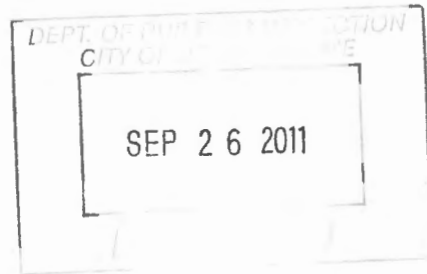
Dear Ms. Machado,

I very much enjoyed the appeal process for my zoning status. I am enclosing the \$180 due for the appeal and also \$85 for the building permit application. I am not ready to apply for the sign permit yet, as I do not have a sign. Please let me know if I owe you any more fees. I will have my plumber bring in the plumbing application. Thank you.

Very truly yours,

Nadine Prancunas

Nadine Prancunas
31 Verrill St.
Portland, Maine 04103



outstanding appeal fees - 180.95

home occupation fee 150 charge of use
75 c.o.f.o
225.

total amount due 405.95
265.00
\$ 140.95

10. I will have no heavy vehicles.

b)

14. Dog grooming is similar to hairdressing in the length of visit, number of clients, use of a sink and blow dryer;

I believe this is a valuable service and convenience I am offering to Portland residents as there are (according to the yellow pages) only four groomers available at this time. Most groomers operate in Windham and Scarborough. One Portland pet shop has a three month waiting list for the service of dog grooming.

Thank you for your consideration of this matter.

A handwritten signature in black ink, appearing to read 'N Prancunas', with a stylized, cursive script.

Nadine Prancunas

SKETCH ADDENDUM

Borrower or Owner Nadine C Prancunas

Property Address 31 Verrill Street

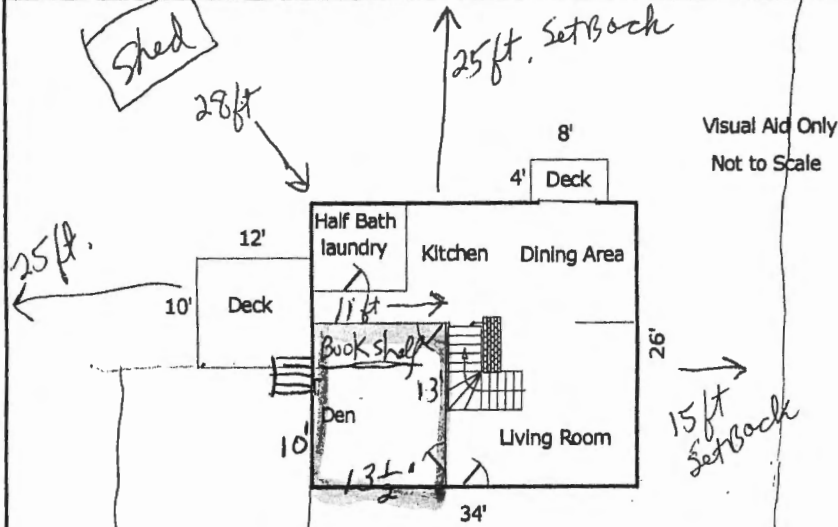
City Portland

County Cumberland

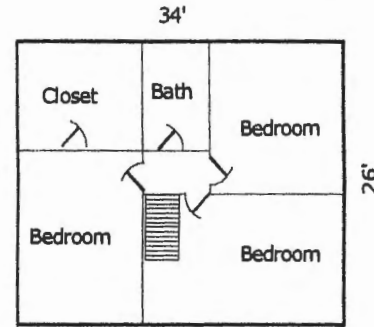
State ME

Zip Code 04103

Client Kennebunk Savings Bank



Visual Aid Only
Not to Scale



Second Floor

First Floor
- 130 sq. ft. use
1,768 total sq. feet

16' wide
49' long
driveway

7% use
40 ft from street

Verrill Street 90
(wide)

281



Certificate of Occupancy



CITY OF PORTLAND, MAINE

Department of Planning and Urban Development Building Inspections Division

Location: 31 Verrill St.

CBL: 299- D-037-001

Issued to: Nadine C. Pranckunas

Date Issued: December 21, 2011

This is to certify that the building, premises, or part thereof, at the above location, built-altered-changed as to use under Building Permit No. 2011-09-2337-CH OF USE, has had a final inspection, has been found to conform substantially to the requirements of the Building Code and the Land Use Code of the City of Portland, and is hereby approved for occupancy or use, limited or otherwise, as indicated below.

PORTION OF BUILDING OR PREMISES

Entire

APPROVED OCCUPANCY

Single Family w/ Home Occupation Dog Grooming
Use Group R-3
Type 5B

Limiting Conditions: This is a use permit only it does not certify building code compliance.

Approved:

12-21-11

(Date)


Inspector


Inspections Division Director

Notice: This certificate identifies the legal use of the building or premises, and ought to be transferred from owner to owner upon the sale of the property.

August 21, 2011

Nadine Pranckunas, Petitioner
31 Verrill Street
Portland, Maine 04103
npranckunas@yahoo.com
207-878-5294, c-207-423-0207

Ms. Marge Schmuckal
Zoning Administrator
Dept. of Planning and Urban Development
City of Portland
389 Congress St.
Portland, Maine 04101

Dear Ms. Schmuckal:

Thank you so much for your patience and help regarding my application for a permit for the conditional use of my residence as a dog grooming business. I would use the front corner room (den) right off my driveway as my work space. It is plenty big enough for a tub/sink, a table for one dog and two crates, one on top of the other. I already have built in shelves for my towels and supplies. My sewer and water mains are under this room, allowing for minimal construction and alteration of plumbing. I want to create this home business so I can continue to work into retirement to supplement social security income.

Regarding the City Ordinances, Chapter 14, allow me to submit the following in support of my home occupation proposal:

a)

1. My room is 130 sq.feet, or 7% of my entire living area;
2. I will have no goods to store as I am providing a service only;
3. My supplies, consisting of tools, shampoo, powders will be stored on my existing book shelves;
4. I will have a non illuminated sign on my house under two square feet in size, not projecting more than one foot from the house;
5. No exterior alterations are needed;
6. I have plenty of parking space in my driveway, three cars can park here in addition to my own;
7. No objectionable smoke, dust, odor, or heat. This is not an extremely quiet neighborhood, with the cars, events and ball games generated at Riverton School. It truly has a community feel. My business will fit in with the character of the neighborhood adding minimal additional noise;
8. I will have no employees;
9. I will require a dog owner to pick up the dog as soon as he is groomed. I am expecting to groom four or five dogs a day. This is not excessive traffic as most of my neighbors have 2-4 cars in their driveways. This traffic would be less than would be generated by a doctor, dentist, or therapist which are approved home occupations.

1768φ space 175.5.
99% OK