

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



# CITY OF PORTLAND

# BUILDING PERMIT

This is to certify that JACQUELINE SQUIRES

Located At 16 WESTLAWN RD

Job ID: 2012-05-3928-ALTR

CBL: 338- M-009-001

has permission to Converting existing garage to live-work "Home Occupation" (Single Family Residence).  
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

05/31/2012

**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](mailto: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.**
1. Close In Elec/Plmb/Frame prior to insulate or gypsum
  2. Final Inspection/ Certificate of Occupancy

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](http://www.portlandmaine.gov)

Acting Director of Planning and Urban Development  
Gregory Mitchell

Job ID: 2012-05-3928-ALTR

Located At: 16 WESTLAWN RD

CBL: 338- M-009-001

## **Conditions of Approval:**

### **Zoning**

1. Separate permits shall be required for any new signage under the Home Occupation guidelines.
2. This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.
3. During its existence, all aspects of the Home Occupations criteria, Section 14-410, shall be maintained.

### **Fire**

1. All construction shall comply with City Code Chapter 10.
2. All smoke detectors and smoke alarms shall be photoelectric.
3. Hardwired Carbon Monoxide alarms with battery back up are required on each floor.

### **Building**

1. Separate permits are required for any electrical: plumbing, sprinkler, fire alarm, HVAC systems, commercial hood exhaust systems and fuel tanks. Separate plans may need to be submitted for approval as a part of this process.
2. Window sills in locations more than 72 inches from finished grade shall be a minimum of 24 inches above the finished floor of the room, unless a window fall prevention device is installed in accordance with section R612.3.
3. A graspable handrail (34-38 inches in height) shall be provided on at least one side of each continuous run of treads or flight with four or more risers. Fall protection (36 inches) from exterior decks may be required if floor joists are at or above thirty (30) inches from grade.
4. Stairway headroom shall be not less than 6 feet 8 inches measured vertically from the sloped plane adjoining the tread nosing or from the floor surface of the landing or platform.
5. The maximum riser height shall be 7 3/4 inches; the minimum tread depth shall be 10 inches.
6. R312.3 Opening limitations. Required guards shall not have openings from the walking surface to the required guard height which allow passage of a sphere 4 inches in diameter.

Job ID: 2012-05-3928-ALTR      Located At: 16 WESTLAWN RD    CBL: 338- M-009-001

7. Ventilation of this space is required per ASRAE 62.2 , 2007 edition; Owner agreed that the "building envelope" insulation will comply with the IECC, 2009 (Maine State Energy Codes).
8. A Carbon Monoxide (CO) alarms shall be installed in each area within or giving access to bedrooms. That detection must be powered by the electrical service (plug-in or hardwired) in the building and battery.
9. Hardwired photoelectric interconnected battery backup smoke alarms shall be installed in each bedroom, protecting the bedrooms, and on every level.
10. Window Headers and door openings will comply with Table R502.5.(1) .

**City of Portland, Maine - Building or Use Permit Application**

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

Job No: 2012-05-3928-ALTR	Date Applied: 5/4/2012	CBL: 338- M-009-001	
Location of Construction: 16 WESTLAWN RD	Owner Name: JACQUELINE SQUIRES	Owner Address: 16 WESTLAWN RD PORTLAND, ME 04103	Phone: 232-9893
Business Name:	Contractor Name: owner	Contractor Address:	Phone:
Lessee/Buyer's Name:	Phone:	Permit Type: BLDG CHANGE OF USE _ HOME OCCUPATION	Zone: R-3
Past Use: Single Family Dwelling	Proposed Use: Single Family Dwelling with a Home Occupation for music lessons	Cost of Work: \$5000.00	CEO District:
		Fire Dept: <input checked="" type="checkbox"/> Approved <i>W. C. ...</i> <input type="checkbox"/> Denied <input type="checkbox"/> N/A	Inspection: Use Group: R3 Type: SB FBC, 2009 Signature: <i>[Signature]</i>
Proposed Project Description: Converting a garage to livable space - <i>Home occupation</i>		Pedestrian Activities District (P.A.D.)	
Permit Taken By: Brad/Gayle		<b>Zoning Approval</b>	

<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><b>Special Zone or Reviews</b></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: <i>ok with conditions</i> <i>5/18/12</i></p>	<p><b>Zoning Appeal</b></p> <p><input type="checkbox"/> Variance</p> <p><input type="checkbox"/> Miscellaneous</p> <p><input type="checkbox"/> Conditional Use</p> <p><input type="checkbox"/> Interpretation</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p> <p>Date: <i>[Signature]</i></p>	<p><b>Historic Preservation</b></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: <i>[Signature]</i></p>
	<b>CERTIFICATION</b>		

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

6-11-12 DWM/BKL No Show

6-19-12 DWM/BKL Jackie 232-9893 Close-in OK

8-20-12 GF PASS-OK



# Certificate of Occupancy



**CITY OF PORTLAND, MAINE**  
**Department of Planning and Urban Development**  
**Building Inspections Division**

Location: 16 WESTLAWN RD

CBL: 338- M-009-001

Issued to: SQUIRES, JACQUELINE

Date Issued: 8/21/2012

**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. 2012-05-3928-ALTR, 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

FIRST FLOOR - FORMER GARAGE

APPROVED OCCUPANCY

USE GROUP R3  
HOME OCCUPATION - PIANO STUDIO  
TYPE 5B  
IBC 2009

Limiting Conditions: This certificate certifies the use of the building only. It does not certify building code compliance.

Approved:  
8/21/2012

(Date)

Inspector

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.

Inspection Division Director



# General Building Permit Application

Entered 5/4/12

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

# 2012-05-3928-ALTR

R-3

Location/Address of Construction: <u>16 Westlawn Rd. Portland, ME 04103</u>		
Total Square Footage of Proposed Structure/Area	Square Footage of Lot <u>6880</u>	Number of Stories <u>1</u>
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot#  <u>338      M009001</u>	Applicant: (must be owner, lessee or buyer) Name <u>Jacqueline Squires</u> Address <u>16 Westlawn Rd.</u> City, State & Zip <u>Portland ME 04103</u>	Telephone: <u>new owner</u> <u>207-232-9893</u> <u>revised</u> <u>3000</u>
Lessee/DBA	Owner: (if different from applicant) Name <u>None</u> <u>000.150.00</u> Address City, State & Zip <u>COYO 95.00</u>	Cost of Work: <u>\$2800.</u> C of O Fee: \$ Historic Review: \$ Planning Amin.: \$ Total Fee: \$ <u>50.00</u>
Current legal use (i.e. single family) <u>Single family</u> Number of Residential Units <u>1</u>		
If vacant, what was the previous use? _____		
Proposed Specific use: <u>living room / living space music room</u>		
Is property part of a subdivision? <u>NO</u> If yes, please name _____		
Project description: <u>Converting a garage to a living area SEE DETAILED PG.</u>		
Contractor's name: _____ Email: _____		
Address: _____		
City, State & Zip _____ Telephone: _____		
Who should we contact when the permit is ready: _____ Telephone: _____		
Mailing address: _____		

Please submit all of the information outlined on the applicable checklist. Failure to do so will result in the automatic denial of your permit.

RECEIVED  
MAY 04 2012  
Dept. of Building Inspections  
City of Portland Maine

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](http://www.portlandmaine.gov), or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

and 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: [Signature] Date: 5-4-12

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





# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life • [www.portlandmaine.gov](http://www.portlandmaine.gov)*

Receipts Details:

**Tender Information:** Check , Check Number: 73273  
**Tender Amount:** 50.00

Receipt Header:

**Cashier Id:** bsaucier  
**Receipt Date:** 5/4/2012  
**Receipt Number:** 43613

Receipt Details:

Referance ID:	6419	Fee Type:	BP-Constr
Receipt Number:	0	Payment Date:	
Transaction Amount:	50.00	Charge Amount:	50.00
Job ID: Job ID: 2012-05-3928-ALTR - Converting a garage to liveable space			
Additional Comments: 16 Westlawn			

Thank You for your Payment!

Assessor's Office | 109 Sargent Street | Portland, Maine 04101 | Phone: 215 | (207) 874-3400  
 (42) Home | Homeowner | City Council | E-Assessors | SiteMap | Help

This page contains a detailed description of the Parcel ID you selected. Press the **New Search** button at the bottom of the screen to submit a new query.

**Current Owner Information:**

**Services**

Applications

Doing Business

Maps

Tax Relief

Tax Roll

Q & A

browse city services a-z

browse facts and links a-z

**CBL** 338 M009001  
**Land Use Type** SINGLE FAMILY  
**Property Location** 16 WESTLAWN RD  
**Owner Information** MCCABE ANNA & JEFFRY LEGERE JTS  
 16 WESTLAWN RD  
 PORTLAND ME 04103  
**Book and Page** 26716/178  
**Legal Description** 338-M-9  
 WESTLAWN RD 16-20

**Tax Relief** 6880 SF  
**Acres** 0.158

**Current Assessed Valuation:**

<b>TAX ACCT NO.</b>	35728	<b>OWNER OF RECORD AS OF APRIL 2011</b>
<b>LAND VALUE</b>	\$61,300.00	MCCABE ANNA & JEFFRY LEGERE JTS
<b>BUILDING VALUE</b>	\$98,900.00	16 WESTLAWN RD
<b>NET TAXABLE - REAL ESTATE</b>	\$160,200.00	PORTLAND ME 04103
<b>TAX AMOUNT</b>	\$2,928.46	

Any information concerning tax payments should be directed to the Treasury office at 874-8490 or e-mailed.

**Building Information:**

	<b>Building 1</b>	
<b>Year Built</b>	1952	
<b>Style/Structure Type</b>	RANCH	
<b># Stories</b>	1	
<b># Units</b>	1	
<b>Bedrooms</b>	2	
<b>Full Baths</b>	1	
<b>Total Rooms</b>	7	
<b>Attic</b>	NONE	
<b>Basement</b>	FULL	
<b>Square Feet</b>	959	

[View Sketch](#)      [View Map](#)      [View Picture](#)



**Sales Information:**

Sale Date	Type	Price	Book/Page
3/16/2009	LAND + BUILDING	\$170,000.00	26716/178
1/16/2009	LAND + BUILDING	\$0.00	26555/297
6/1/2003	LAND + BUILDING	\$0.00	19558/270
5/2/2001	LAND + BUILDING	\$129,600.00	16257/159
6/30/1994	LAND + BUILDING	\$90,000.00	11513/111

**New Search**

7  
 Jacqueline Squares  
 New owner



Maps provided at 500x400, 1000x800, 2000x1600

### Building Sketch

Borrower	Jacqueline & Paula Squires			
Property Address	16 Westlawn Rd			
City	Portland	County	Cumberland	State ME Zip Code 04103
Client	Reliant Mortgage Company, LLC			

Handwritten calculations:

$$25 \times 29 = 725$$

$$13 \times 18 = 234$$

$$12 \times 16 = 192$$

$$12 \times 18 = 216$$

1367 # total

Handwritten calculation:

$$216 \div 1367 = 16\%$$

Interior Not Drawn To Scale

Sketch by Apex V™

---

Comments:

---

AREA CALCULATIONS SUMMARY			
Code	Description	Net Size	Net Totals
GLA1	First Floor	959.0	959.0
P/P	Deck	192.0	192.0
GAR	Garage	216.0	216.0
Net LIVABLE Area		(Rounded)	959

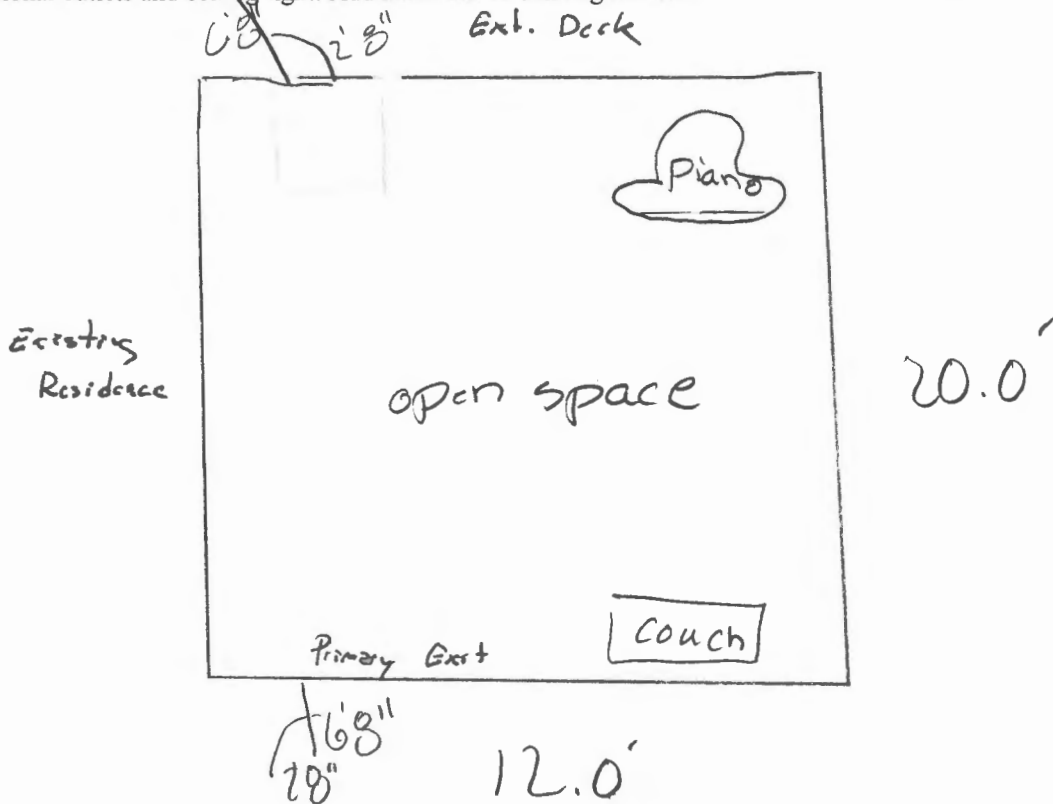
LIVING AREA BREAKDOWN		
	Breakdown	Subtotals
<b>First Floor</b>		
	13.0 x 18.0	234.0
	25.0 x 29.0	725.0
2 Items		(Rounded)
		959

May 3, 2012

16 Westlawn Rd. Portland ME 04103

**Proposed description of work.**

Finish interior of existing 12 x 20 garage to provide additional space for a music room. Replace existing man door at rear of garage with a new 2'8" x 6'8" door. Replace overhead garage door with a new 3'8" 6'8" insulated door and frame in remaining open area to match the existing 2x4 construction. Replace existing window with new Andersen window. Insulate walls with R13 insulation and ceiling with R30. Sheetrock and paint walls and ceiling. Install additional outlets and ceiling light. Add heat zone to existing furnace.



\* Ceiling height at or greater than 7'

\* There will be a smoke detector and Carbon monoxide detector.

Ms. Marge Schmuckal  
Zoning Administrator  
Department of Planning and Urban Development  
City of Portland  
389 Congress Street  
Portland, ME 04101

home built in 1952  
only 1 pkg spec needed

Dear Ms. Schmuckal:

I am requesting a permit to allow me the use of my residence at 16 Westlawn Road for a home occupation. I intend to work as a piano teacher teaching students of all ages. I will do individual lessons throughout the day during the days of Monday through Friday. This is an acceptable home occupation listed under item (2) 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 (1) of Section 14-410.

- 216# 16% per floor plans Submitted
- a. My home occupation will occupy approximately 240 square feet of floor area of the residence which is less than 25 % of the total floor area of the residence.
  - b. There will be no outside storage of goods or materials at the residence.
  - c. Storage of the material necessary to perform my occupation is minimal and included in the 240 square feet mentioned above.
  - d. I am planning to put a small exterior sign that will be less than two square feet. It will be affixed to the building and will not project more than one foot beyond the building.
  - e. All exterior alterations to the residence shall be compatible with the architecture of the building and maintain the residential appearance.
  - f. I will provide off the street parking. Any need for parking generated by the conduct of my home occupation will be met.
  - g. No objectionable effects will result from my home occupation.
  - h. I will not require the services of any employees.
  - i. No traffic shall be generated by the home occupation in greater volumes than would normally be expected in a residential neighborhood.
  - j. No vehicles nearing a gross vehicle weight of 6,000 pounds are necessary for my home occupation.
  - k. Because I will be teaching piano lessons, I will not exceed 6 students at any time. I will hold performances at different churches in the area and will not have performances in my residence.
  - l. I will not use electronic amplification since I own a baby grand piano and do not require it to teach piano lessons.
  - m. I will demonstrate that noise attenuation is provided which minimizes perception of sound at property lines at all times by having R30 insulation in the ceiling, R13 insulation in walls (2X4 walls), new thermal paint insulated doors and windows, and having an air conditioner.
  - n. The hours of operation shall be limited to 8:30 a.m. to 9:30 p.m.

My home occupation is a secondary 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 plot plan including the dimensions of the driveway for parking. I have already given you dimensioned floor plans of the music room after structural modifications.

Thank you for your assistance,

Jacqueline M. Squires

RECEIVED

MAY 18 2012

Dept. of Building Inspections  
City of Portland Maine

**Marge Schmuckal - Re: meeting**

---

**From:** Marge Schmuckal  
**To:** Jacqueline Squires  
**Date:** 5/16/2012 3:45 PM  
**Subject:** Re: meeting

The Home Occupation permit limits the size of your proposed Home Occupation.. If you picked up our handout on Home Occupations, it lists the limitations and the uses. Music teachers are listed, but there is some more information that you need to address in your cover letter to me. Home Occupations also have different fees.

As I mentioned previously, because you are taking away 1 parking space (your garage), I need to see that you provide the required parking for your house and Home Occupation as required by Ordinance. I need to see a scaled site plan showing your parking spaces (each needs to be at least 9' x 18'). Also by Ordinance, your required parking can not be located in the required front yard setback of 25' from your front property line.

I hope this helps you,

Marge Schmuckal  
Zoning Administrator

>>> "Jacqueline Squires" <Jacqueline\_Squires@umit.maine.edu> 5/16/2012 1:03 PM >>>  
Hello Mrs. Schmuckal,

My name is Jacqueline Squires. I've been trying to get in contact with you about having a home occupation and a permit to change our garage into a music room. I'm hoping to teach piano lessons out of it. I'm not sure if we can do this all together or if each is seperate? I'm assuming it is together since the application we already submitted was the wrong one?

I am still confused about a few things and was wondering if you can meet with me tomorrow morning? I am going to write up a sample letter and try to come up a with a plot plan including the dimensions of the driveway. Is this something I can draw myself? I think I have some ideas for parking if the driveway isn't big enough as is.

Basically my cousin and uncles are going to convert the garage for me and I think they already gave you floor plans for the garage. Is there anything else I need?

This is my first home and there are so many things I am trying to accomplish all at once. I'm sorry if I made the wrong steps to start! I would like to get things on the right track!! I have to move a baby grand piano at the end of the month and am hoping I can put it in the newly renovated music room :)

Again, I'm sorry for the inconvenience. I'm hoping to get everything straightened out as soon as I can. Thanks for all your ihelp so far :)

Jacqueline Squires



# PORTLAND MAINE

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

Receipts Details:

**Tender Information:** Check , BusinessName: visa, Check Number: 70019  
**Tender Amount:** 225.00

Receipt Header:

**Cashier Id:** gguertin  
**Receipt Date:** 5/17/2012  
**Receipt Number:** 44048

Receipt Details:

Referance ID:	6549	Fee Type:	BP-Home
Receipt Number:	0	Payment Date:	
Transaction Amount:	150.00	Charge Amount:	150.00
Job ID: Job ID: 2012-05-3928-ALTR - Change of use, sf to music room for classes			
Additional Comments: Jacqueline Squires			

Referance ID:	6550	Fee Type:	BP-C of O
Receipt Number:	0	Payment Date:	
Transaction Amount:	75.00	Charge Amount:	75.00
Job ID: Job ID: 2012-05-3928-ALTR - Change of use, sf to music room for classes			

DECK

HOUSE

PROPOSED  
PARKING

NEIGHBORS  
PROPERTY

YARD

YARD

DRIVEWAY

SIDEWALK

SIDEWALK

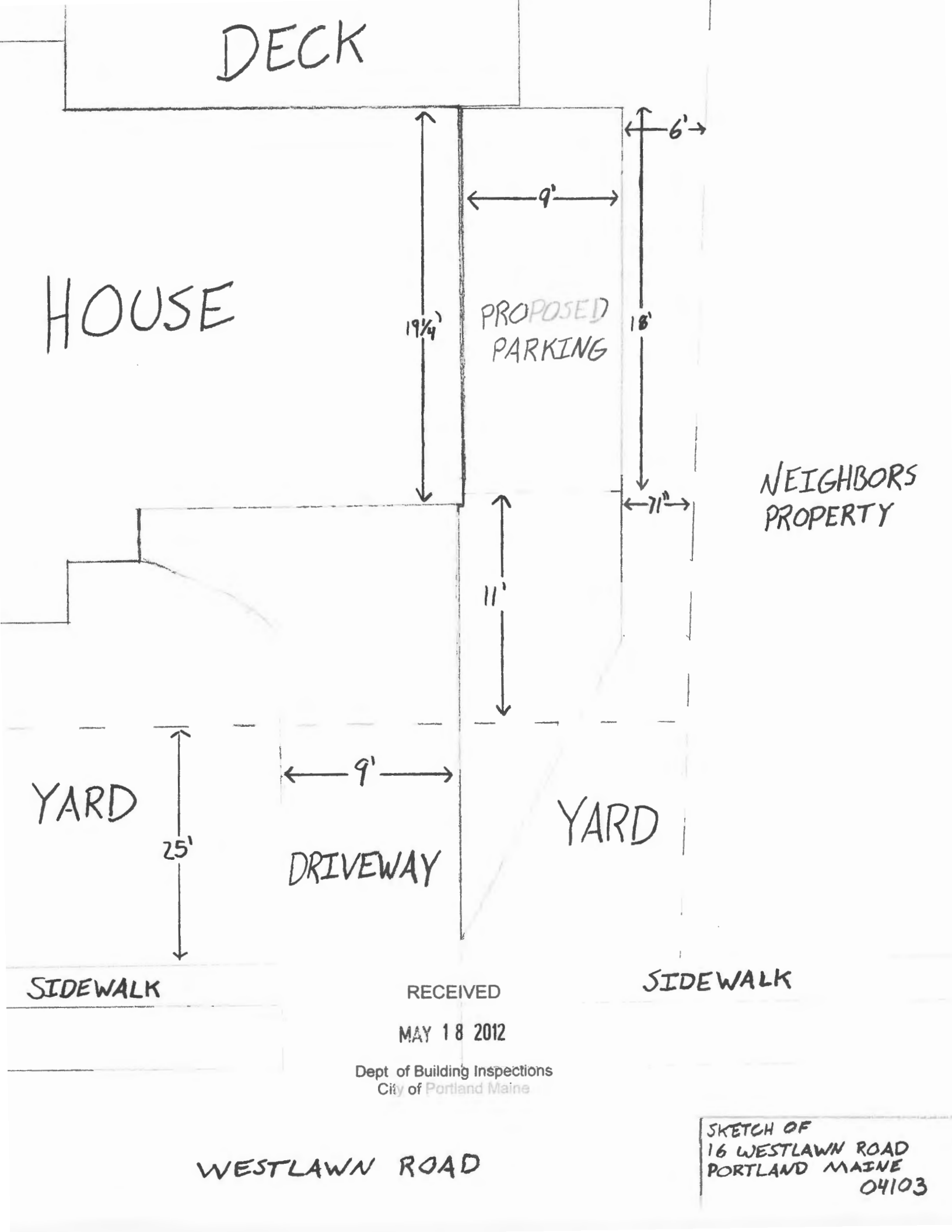
RECEIVED

MAY 18 2012

Dept of Building Inspections  
City of Portland Maine

WESTLAWN ROAD

SKETCH OF  
16 WESTLAWN ROAD  
PORTLAND MAINE  
04103





12. Engineers;
13. Family planning services;
14. Hairdressers (limited to no more than two (2) hair dryers);
15. Home crafts, such as model making, rug weaving, lapidary work, cabinet making, weaving, ceramics;
16. Interior decorators;
17. Lawyers, justices of the peace and notary publics;
18. Licensed family day care home or babysitting services;
19. Musicians or music teachers, including group instruction not to exceed six (6) students at any time but not including performances or band rehearsals, which shall meet the following requirements in addition to those set forth in subsection (a) of this section:
  - a. Electronic amplification is prohibited;
  - b. The applicant shall demonstrate that noise attenuation is provided which minimizes perception of sound at property lines at all times during the use. Noise attenuation measures may include, but are not limited to, insulation, double-pane windows, air conditioners or any combination of these or similar noise attenuation measures;
  - c. Hours of operation shall be limited to 8:30 a.m. to 9:30 p.m.
20. Office facility of a minister, rabbi, or priest;
21. Photographic studios;
22. Professional counseling and consulting services;

*Did not  
address*

**Marge Schmuckal - Re: meeting**

---

**From:** Marge Schmuckal  
**To:** jacqueline.squires@umit.maine.edu  
**Date:** 5/17/2012 3:54 PM  
**Subject:** Re: meeting

Hi Jacqui,

I received the information that you dropped off today. However you did not address all the requirements especially those concerning Music Teachers. There are three specific conditions that you need to put in writing along with the other information that you gave me.

Also, the required front setback of 25' begins at your property line, not the curb line of the street. You may have to put your parking space further back along your garage to meet the ordinance requirements. I will need a revised property plan for that parking space.

thank you for your attention to this matter,  
Marge Schmuckal

>>> "Jacqui Squires" <jacqueline.squires@umit.maine.edu> 5/16/2012 4:34 PM >>>

Hi Marge,

Thank you for getting back to me. I don't think my driveway is big enough. If we wanted to extend it by putting rock down on the lawn would that work? I'm trying to figure out a plot plan for you. Is there a certain distance the driveway has to be from our neighbors property?

I am working on the cover letter. Do I need to fill the application out again or will the one you have work?

I would like to bring all of this in tomorrow. Is it going to cost \$250.00?

Thanks :)

Jacqui

Sent via BlackBerry by AT&T

**From:** "Marge Schmuckal" <MES@portlandmaine.gov>  
**Date:** Wed, 16 May 2012 15:45:42 -0400  
**To:** Jacqueline Squires <Jacqueline\_Squires@umit.maine.edu>  
**Subject:** Re: meeting

The Home Occupation permit limits the size of your proposed Home Occupation.. If you picked up our handout on Home Occupations, it lists the limitations and the uses. Music teachers are listed, but there is some more information that you need to address in your cover letter to me. Home Occupations also have different fees.

As I mentioned previously, because you are taking away 1 parking space (your garage), I need to see that you provide the required parking for your house and Home Occupation as required by Ordinance. I need to see a scaled site plan showing your parking spaces (each needs to be at least 9' x 18'). Also by Ordinance, your required parking can not be located in the required front yard setback of 25' from your front property line.

