

# CITY OF PORTLAND, MAINE

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## ZONING BOARD OF APPEALS

Gordon Smith-chair  
Sara Moppin-secretary  
William Getz  
Mark Bower  
Eric Larsson  
Chip Gavin  
Kent Avery

November 18, 2013

Jeanne Millington  
21 Haskell Street  
Portland, ME 04103

RE: 21 Haskell Street  
CBL: 339 F012 & 339 G027, 028, 029 & 030  
ZONE: R-3

Dear Ms. Millington,

At the November 14, 2013 meeting, the Zoning Board of Appeals voted 6-0 to grant your Conditional Use Appeal to add an accessory dwelling unit to your single family home. I am enclosing a copy of the Board's decision.

You will also find an invoice for the fees that are still owed for the processing fee, the legal ad and the notices for the appeal. Please submit your payment on receipt of this invoice. Your permit cannot be issued until your payment has been received.

Now that the conditional use appeal has been approved, you need to submit an application to change the use of the property from single family to single family with an accessory dwelling unit. The application can be found on line on the City website, [www.portlandmaine.gov](http://www.portlandmaine.gov), under the Planning and Urban Development Department, under Inspections Division, under Downloadable Building Permit Applications – Residential Additions / Alterations Application. I have also enclosed a handout, Getting a Building Permit, which outlines the permit process. You have six months from the date of the meeting, November 14, 2013, referenced under section 14-474(f) to obtain the permit, or your Zoning Board approval will expire.

You will also need to submit an Administrative Authorization Application to the Planning Division to add the accessory dwelling unit. This application can also be found on the Inspections Division Home Page on the City website under Site Plan Applications. Your permit for the change of use cannot be issued until Planning approves the Administrative Authorization.

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