



Permitting and Inspections Department
Michael A. Russell, MS, Director

Ann Machado, Zoning Administrator

January 20, 2017

Dana Cunningham
140 Pennell Ave.
Portland, ME 04103

Re: 140 Pennell Avenue, CBL's 347 A008 through A016; R-3 Residential Zone

Dear Mr. Cunningham:

On January 19, 2017, the Zoning Board of Appeals voted 5-0 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.

Now that the conditional use appeal has been approved, you will need to apply for a Residential Alterations Permit to get formal approval for the new accessory dwelling unit, and for any interior construction that has not already been not approved in previous permits (checklist: <http://www.portlandmaine.gov/DocumentCenter/Home/View/3661>; application form: <http://www.portlandmaine.gov/DocumentCenter/View/15138>).

You will also need to submit an Administrative Authorization (<https://me-portland.civicplus.com/DocumentCenter/View/2809>) to the Planning Division, since you are adding a dwelling unit to the property.

Under Section 14-474(f) of the ordinance, you have six months from the date of the meeting (January 19, 2017), to obtain the building permit and start any construction work, 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 contact me at (207) 874-8695 or cstacey@portlandmaine.gov.

Sincerely,

Christina Stacey
Zoning Specialist

cc: file