

349-G-001

CITY OF PORTLAND, MAINE  
ZONING BOARD OF APPEALS



MERRILL S. SELTZER  
Chairman

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Secretary

PETER F. MORELLI  
THOMAS F. JEWELL  
DAVID L. SILVERNAIL  
MICHAEL E. WESTORT  
DEWEY MARTIN

36 Coolidge Avenue

July 3, 1990

George & Gloria Hammond  
36 Coolidge Avenue  
Portland, Maine 04103

Dear Mr. and Mrs. Hammond:

We are unable to schedule your conditional use appeal until we receive more information regarding your proposed use of the property, which is located in the R-3 Residence Zone. In order to continue processing this conditional use appeal, we shall require some additional information.

Minimum Lot Size: A minimum sized lot of at least 10,000 square feet is required for all applications for a conditional use appeal when a change of use for converting a single family to a two family is anticipated.

The State Plumbing Code requires a minimum of 40,000 sq. ft. in lot size for a two family and a soils analysis must be conducted before the building permit can be issued.

A list of the elements needed for review of your appeal is enclosed. We shall need a cover letter explaining what you want to do and a plot plan showing necessary parking off street, and the dimensions and distances to the lot line front, side and rear. We shall need a floor plan for each of the apartments showing proposed and existing rooms with dimensions. A photo of the property should accompany each application with ten (10) copies of each application so that copies can be disseminated to each Board of Appeals Member. This appeal will not be scheduled until all of these materials are received in this office. Receipt of the \$50 fee is acknowledged.

Sincerely,

*Warren J. Turner*  
Warren J. Turner  
Administrative Assistant

Enclosures: List of Meeting dates and Necessary Material for an Appeal

cc: Merrill S. Seltzer, Chairman, Board of Appeals  
Joseph E. Gray, Jr., Director, Planning & Urban Development  
P. Samuel Hoffses, Chief, Inspection Services  
Merlin Leary, Code Enforcement Officer  
William D. Giroux, Zoning Enforcement Officer  
Charles A. Lane, Associate Corporation Counsel

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36 Coolidge Avenue

August 1, 1990

George W. and Gloria Hammond  
36 Coolidge Avenue  
Portland, Maine 04103

Dear Mr. and Mrs. Hammond:

Receipt is acknowledged of your application for a conditional use appeal to obtain approval for a change of use from single family to two family for your residence, which is located in the R-3 Residence Zone. Section 14-88(1)b of the City Zoning Ordinance contains the criteria for this conversion to a two family dwelling. Please furnish floor plans.

This conditional use appeal will be placed on the agenda for the August 16th meeting of the Board of Appeals scheduled for 7 P.M. in Room 209, City Hall, Portland, Maine. A copy of the agenda for that meeting will be sent to you as soon as copies become available for distribution.

We hope that you will plan to attend the meeting on August 16th in order to answer any questions the Board may have concerning your appeal.

Sincerely,

Warren J. Turner  
Administrative Assistant

cc: Merrill S. Seltzer, Chairman, Board of Appeals  
Joseph E. Gray, Jr., Director, Planning & Urban Development  
P. Samuel Hoffses, Chief, Inspection Services  
William D. Giroux, Zoning Enforcement Officer  
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