

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

May 28, 2013

Dear Ms. Schmuckal:

I am requesting a permit to allow me the use of my residence at 106 Skylark Rd. in Portland for a home occupation. I currently have a home office at my home at 661 Allen Ave. in Portland, and am currently under construction at Skylark. I am a Licensed Clinical Social Worker and a Licensed Alcohol and Drug Counselor, and Professional Counseling is an acceptable home occupation, under Section 14-410, #22, under (b). The following explains how my home occupation meets the criteria listed under item (a) of the same.

1. My home occupation will occupy approximately 287 square feet, which is approximately 10% of the total square feet of the floor area of the residence. This includes my waiting room, office, and a bathroom.
- 2 & 3. I do not have any goods that are associated with my business, and therefore, storage isn't an issue.
4. I will have a non-illuminated sign not exceeding a total area of two (2) square feet, affixed to the outside door going into my waiting room.
5. As already noted, this is new construction.
6. Off-street parking is available in my driveway; attached, please see the driveway area that is highlighted. Typically, there are only one or two cars in my driveway at a time.
7. No objectionable effects will result from my home occupation.
8. I will not have any employees.
9. My home occupation will not generate more traffic than would ordinarily be expected in a residential neighborhood.
10. There are no heavy vehicles associated with my home occupation.

My home is my primary residence, and my home occupation is a secondary and incidental use of my residence. The impact of my business on the residential character of the neighborhood is negligible.

Attached you will find a copy of the floor plans of my residence, and my office area is also highlighted.

I am hoping to move into my office the first week in July, if at all possible.  
Thank you for your assistance in this matter.

Sincerely yours,

Jennifer Greaves, LCSW, LADC, CCS