Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 02/24/15

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

Dear Ms. Schmuckal:

I am requesting a permit to allow me the use of my residence at 32 Sanborn St. for a home occupation. I intend to serve as a family daycare. In effect my work will be childcare, 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.

a. My home occupation will occupy approximately 500 square feet (25%) of floor area of the residence
b. No goods will be stored displayed or be visible from outside the residence
c. Storage of the material necessary to perform my occupation are minimal and included in the 500 square feet of floor space mentioned above
d. There will be no external signage related to my home occupation
e. No exterior alterations to the residence are necessary
f. No additional parking is necessary
g. No objectionable effects will result from my home occupation
h. I will not require the services of any employees
i. Minimal amount of traffic will be generated by my home occupation
j. No vehicles even nearing a gross vehicle weight of 6,000 pounds are necessary for my home occupation

As you can see, my home occupation is a secondary and incidental 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 copy of a floor plans showing my entire dwelling and area of the home occupation space. Thank you for your assistance in this matter.