



# PORTLAND MAINE

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*Penny St. Louis Littell- Director of Planning and Urban Development  
Marge Schmuckal, Zoning Administrator*

May 25, 2010

Arthur Hanson  
213 Auburn Street  
Portland ME 04103

RE: Home Occupation permit application received by mail for 213 Auburn Street –  
379-A019 – R-2 Zone

Dear Mr. Hanson,

I received a cover letter, a floor plan, and a check #2448 for \$75.00 from you on May 25, 2010. Because this is not a full application, I am returning all paperwork, including the check, back to you. I am also enclosing a copy of our Home Occupation hand out that explains the fees and what is required for submittal. There is a “General Building Permit Application” included within the handout which needs to be appropriately filled out and returned along with the other requirements.

As I stated, I have returned your check #2448 because it is made out for the wrong amount to cover such an application. If you are doing no structural changes, the amount of the permit fee is \$225.00, not \$75.00.

I look forward to receiving an appropriate application with the appropriate fees in the near future. If you have any questions regarding this matter, please feel free to contact me at 874-8695.

Very truly yours,

Marge Schmuckal  
Zoning Administrator

Cc: enclosures