



Planning &amp; Urban Development Department

Jeff Levine, AICP, Director  
Ann Machado, Zoning Administrator

August 24, 2015

Ann Burrill  
2065 Washington Avenue  
Portland, ME 04103

Re: 2063-2067 Washington Avenue; 385A-A-003; R-2 Residential Zone

Dear Ms. Burrill:

On August 20, 2015, the Zoning Board of Appeals voted 4-0 (Moppin and Getz absent) to grant the Conditional Use Appeal to legalize an existing accessory dwelling unit within the footprint of the 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 Change of Use Permit to change the use of your property from a single family to a single family with an accessory dwelling unit. This permit can be found on the City website <http://www.portlandmaine.gov/documentcenter/view/2301>. You have six months from the date of the meeting, August 20, 2015, referenced under section 14-474(f) to obtain the permit and start work, or your Zoning Board approval will expire.

You will also need to submit an Administrative Authorization Application to add the accessory dwelling unit. This application can be found on the City website <http://www.portlandmaine.gov/documentcenter/view/2809>. Your permit for the change of use cannot be issued until Planning approves the Administrative Authorization.

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) 874-8709.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Machado", with a long horizontal flourish extending to the right.

Ann B. Machado  
Zoning Administrator