

June 11, 2015

Zoning Administration
Department of Urban Development
City of Portland
389 Congress Street
Portland, Maine 04101

Dear Zoning Administrator,


I am requesting a permit to allow me the use of my residence at 50 Maine Avenue in Portland, Maine for a home occupation. I am a Licensed Massage Therapist and would like to see a few clients in my home. My work will be an acceptable home occupation listed under item (b) of Section 14-410 of the Portland Zoning Ordinance. The following is an explanation of how my home occupation meets the criteria listed under item (a) of the same.

1. My home occupation will occupy approximately 132 square feet (12%) of the floor area of the residence.
2. No goods will be stored, displayed, or be visible from outside the residence.
3. Storage of the material necessary to perform my occupation are minimal and included in the 132 square feet of floor space mentioned above.
4. There will be no external signage related to my home occupation.
5. No exterior alterations to the residence are necessary.
6. Off street parking is provided for clients on an as needed basis directly in my home driveway – no more than one additional car, less than 10 times per week.
7. No objectionable effects will result from my home occupation.
8. I will not require the services of any employees.
9. Very minimal additional traffic will be created by this home occupation – no more than one additional car, less than ten times per week.
10. 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 find a copy of a floor plan showing my entire dwelling and area of the home occupation space.

Thank you for your assistance in this matter.


Mary C. Longhofer (Dumond)
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Portland, Maine 04103
207-232-8965