



Permitting and Inspections Department
Michael A. Russell, MS, Director

Ann Machado, Zoning Administrator

July 17, 2017

BK Properties, LLC
Attn: Shamayel Kargar
PO Box 6149
Falmouth, ME 04109

Re: 613 Washington Avenue, CBL 428-L-022; R-5 Residential Zone

Dear Ms. Kargar:

On July 13, 2017, the Zoning Board of Appeals voted 5-0 (Bartels absent) to grant your Conditional Use Appeal to add one dwelling unit to your legal two-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 do the following:

1. Apply for a Commercial Interior Alteration Permit (application: <http://www.portlandmaine.gov/DocumentCenter/Home/View/2301>) to formally change the use to a three-unit and to gain approval for any construction or alterations that are needed.
2. Submit an Administrative Authorization to the Planning Department for their approval of the new dwelling unit (application form: <http://www.portlandmaine.gov/DocumentCenter/View/2809>).
3. Contact the Planning Department (207-874-8719 or planning@portlandmaine.gov) to sign an Affordable Housing Agreement with the city for the new dwelling unit. The finalized agreement will need to be submitted to this office before your building permit can be issued.

Under Section 14-474(f) of the ordinance, you have six months from the date of the meeting (July 13, 2017), to obtain the building permit and start any construction work, or your Zoning Board approval will expire.

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) 874-8695 or cstacey@portlandmaine.gov.

Sincerely,



Christina Stacey
Zoning Specialist

cc: file