Zoning Administrator

Department of Urban Development

City of Portland

389 Congress Street

Portland, Maine 04101

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 06/12/13

To whom it may concern,

I am requesting a permit to allow me the use of my residence at 147 Veranda Street for a home occupation. I intend to practice massage therapy as allowed by item (b) 9 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 is 165 square feet (19%) of floor area of the residence
2. No goods will be stored or displayed or be visible from outside the residence
3. Storage of materials are minimal and will be kept within the office space
4. Exterior signage will be limited to small placard in window of entryway door.
5. No alterations to residence will be made
6. There is off street parking in the driveway behind the residence
7. There will be no noise created by practicing massage therapy
8. I will have no employees
9. I will be seeing one client at a time and only up to 4 per day. This does not increase local traffic beyond the norm
10. No large vehicles will be arriving at the residence

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 the floor plan indicating the space to be used for an office as well as a letter from the owner giving me permission to conduct a home occupation. Thank-you for your assistance in this matter.

Sincerely, Diane Archambault