Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 06/09/15

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

Dear Zoning Administrator:

Tammy Munson, Director Inspections Division

I am requesting a permit to allow me the use of my residence at 55 Olympia Street for a home occupation. I intend to serve as an independent artist, illustrator and graphic designer. In effect my work will be Artists and sculptors, an acceptable home occupation listed under item (4) and Home crafts, under item (15) 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 (1) of the same.

(a.) 1. My home occupation will occupy approximately 190 square feet (7.37%) of 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 190 square feet of floor space mentioned above.
4. There is no external signage related to my home occupation currently. If there is one in the future it shall be limited to one and adhere strictly to all specifications in section (4).

5. No exterior alterations to the residence are necessary
6. Since I will not be meeting clients at my residence, no additional parking is necessary

7. No objectionable effects will result from my home occupation
8. I will not require the services of any employees at this home occupation
9. Since I will not be meeting clients at my residence, no additional traffic will be generated by my home occupation
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 will find a copy of a floor plans showing my entire dwelling and area of the home occupation space, as well as a letter from the owner of the building granting permission to conduct a home occupation on the premises. Thank you for your assistance in this matter.

Thank You for your consideration,

Stephanie Chaisson