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Borough of Sea Bright

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December 12, 2021

VIA E-MAIL: cmitchell@seabrightnj.org

Borough of Sea Bright
Attn: Candace Mitchell, Land Use Board Secretary
1099 Ocean Avenue
Sea Bright, NJ 07760

**Re: Christopher Jerry
Proposed Front Porch
Sea Bright Planning Board Application
15 Church Street
Sea Bright, NJ
Block 14, Lot 9**

Dear Ms. Mitchell:

Please be advised that I am writing to you on behalf of Christopher Jerry. In that regard, I would ask that you please note the following:

1. Christopher Jerry is the owner of the subject property, which contains an existing single-family home.
2. The existing home is in the process of being elevated.
3. Currently, the home has an existing 3 ft. by 3 ft. stoop (with attached stairwell to street) in front of the home.
4. In conjunction with the elevation process, the Applicant proposes to extend the said stoop / deck area. If approved, the extended deck will measure approximately 20 ft. long by approximately 3 ft. deep.
5. I have been advised that such a proposal requires formal Variance Approval.
6. In furtherance thereof, attached hereto please find 17 copies of the following:

- a. The Zoning Denial Letter, dated October 14, 2021;
 - b. Planning Board Application Packet;

 - c. Architectural Floor Plans and Elevations, prepared by Kurt J. Ludwig, AIA, dated September 30, 2021, consisting of 2 pages;

 - d. Survey, prepared by Richard Stockton, dated August 17, 2021.
7. I also attach hereto one W-9 form.

 8. I would ask that you please advise as to the Application / escrow fees due and owing and thereafter, the Applicant shall submit to your attention

 9. I would ask that you please arrange for the Application to be deemed complete and scheduled for a Public Hearing as quickly as possible.

Thank you for your help – and I look forward to working with you again.

Very truly yours,

Kevin E. Kennedy

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cc: Chris Jerry (e-mail)