



February 19, 2021

TO: Ms. Lorretta Taylor, Planning Board Chairperson and Members of the Board,
Town of Cortlandt, Town Hall
One Heady Street
Cortlandt Manor, NY 10567

RE: Jaqueline Millar
58 Old Oregon Rd
Cortlandt Manor, NY 10567
TM # 13.9-2-24
Proposed Accessory Apartment within Existing Finished Basement.

Dear Ms. Taylor and Members of the Board,

We are submitting Drawings for Planning Board approval for an Accessory Apartment.

The Basement is already finished. A Building Permit for the Finished Basement was approved on 4-12-2010.

At sometime after the CO, the Owner of the Property at that time added a Range and an Island to the Kitchen area making it into an Apartment.

My Client purchased the house on 11-20-2018. The Online listing on Zillow mentions: "Walkout basement suitable for Mother Daughter with LR/EIK Bed and Bath."

My Client would like to make this into a legal Accessory Apartment.

We have discussed this with the Building Department in order to meet their requirements for a one hour rated separation between units.

If you have any questions, please do not hesitate to contact me.

Very truly yours,

Joel Greenberg, AIA, NACRB

