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architecture
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September 2, 2025

Chairperson Carolyn Stevens and Members of the Planning Board
Town of Ossining Planning Board
Town of Ossining
Route 9A - P.O. Box 1166
Ossining, NY 10562

Re: Planning Board Application for 75 Hawkes Ave

Chairperson Stevens and Member of the Board,

Enclosed please find our Planning Board Application for the proposed structure at St. Augustine Cemetery.

We attended a pre-application meeting on July 9th, and the comments provided during that meeting have been addressed and incorporated into this submission. We also submitted a clarification letter regarding the Special Use Permit requirement and our interpretation that the proposed chapel functions as an accessory use to the existing cemetery. We are currently awaiting a response to that memo.

The civil engineer is in the process of scheduling the geotechnical investigation and preparing initial drawings, which will be available for discussion at the September 17th Planning Board Meeting. We look forward to meeting with the Board and discussing the project in more detail at that time.

Best,

Jaclyn Tyler, AIA, LEED AP bd+c
Principal

Attachments: Planning Board Application
 Short Form EAF
 Architectural Drawing Package
 Planning Board Application Fee Check - \$350
 Architectural Review Board Application Fee Check - \$350
 Escrow Fee - \$5,000