Hello,

Your neighbors at 1301 Bellevue Avenue – Bill, Kathy, Micah and Mary Catherine Berry – are applying for a special use permit from the City of Richmond. They plan to convert their 500 square foot garage into a one-bedroom apartment in which Bill and Kathy will reside. They will not be adding additions to the existing structure.

Permit requirements include polling neighbors about their willingness for this conversion to occur. If you have no objection to the Berrys proceeding with this project and their application for a special use permit, would you please sign your name, address, and the date.

| <u>SIGNATURÉ</u> | <u>ADDRESS</u> | <u>DATE</u> |
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