



***“Engineering and Surveying Solutions from Concept to Construction”***

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January 11, 2024

**Exeter Township**

Attn: Jason Hunter  
4975 DeMoss St.  
Reading, PA 19606

**RE: Letter of Intent**

1036 Reading Ave  
Exeter Township, Berks County, PA  
C2C Design Group Project Reference: CHA-EXT-01

Dear Mr. Hunter,

Per your request, we are writing this letter to explain the intent of the proposed Lot Annexation Plan. The plan submitted is to adjust the lot lines of four (4) different parcels to create three (3) remaining parcels. The resulting parcels are being created:

- Parcel 1 – This is the parcel with the existing house located that fronts on Sunset Manor Drive. There will be no physical changes to the features on this plan. Additional land area is being added to this parcel to ensure the existing fence is located on the property and eliminate the current encroachments.
- Parcel 2 – This parcel is being created to make a zoning compliant lot to construct a semi-detached dwelling on this property. All required permits and applications for construction of this building will be submitted and processed through the Township.
- Parcel 3 – This parcel is an existing parcel and will remain as residue. Land from this parcel is being annexed to Parcel 1 to make it compliant.

This application is to clean up Parcel 1 and create a separate Parcel to allow a new semi-detached home to be constructed. All required permits and approvals for the construction of the home will be obtained prior to construction.

If you have any questions, please feel free to contact me.

Respectfully submitted,

**C2C Design Group**

*Brian S. Focht*

Brian S. Focht, PE  
Principal

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