

# Franklyn Estrella Architect

## Architecture/Interior Design

August 25, 2022

Town of Newburgh Code Compliance Department  
21 Hudson Valley Professional Plaza  
Newburgh, New York 12550  
Attention: Gerald Canfield, Code Compliance Supervisor

Subject: Certificate of Occupancy Progress Report  
5308 Route 9W Newburgh  
New York 12550  
SBL:27-2-22.12

Dear Mr.: Canfield

Please be informed that I was retained by Olga Cabrera, Pastor of CPC of the WMM.USA,INC. to file plans and applications with the Department of Buildings to convert existing commercial building into a place of worship and to complete approval of the Zoning Variance required prior to construction plans approval.

As established in our meeting dated 8/3/2023, I met with the church officials, explained the filing process to obtain a change of occupancy and their need to commit to a time schedule that will satisfy the expectation of the Department of Buildings. The following is our commitment to complete the project as follows:

1- To resubmit revised site plans to the Planning Board for approval, once the following review comments are resolved:

- Fence approval by Central Hudson Right-of- way (high pressure natural gas line)
- Fence clearance by the NYSDOT right-of way.
- Fence clearance by the Town of Newburgh Municipal Code section 185-16
- Fire Department 24/7 accessibility into and around the building in case of fire.

2- Once the site plan is approved by the Planning Board we will file Architectural plans and applications with the Department of Buildings for approval. The plans will include the following:

- Architectural plans indicating the interior renovation of the first floor to conform to the proposed occupancy. The second floor to remain as is with a change of use only, no work and to indicate exterior work proposed.
- MEP plans indicating existing and proposed plumbing, Mechanical, electrical, modification of existing alarm system to include the first floor, new sprinkler system and fire suppression system for proposed kitchen.

A time schedule for filing the site plans with the Planning Board will depend on how soon we can resolve the Fence open issues stated above.

Yours Truly

Franklyn Estrella Architect



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