

Sea Isle City Planning Board

Sample letter to Tax Assessor

Letterhead

(include name, address and telephone number)

(Date)

Joseph Berrodin, Jr, Tax Assessor
City of Sea Isle City
Municipal Services – 2nd Floor
233 John F. Kennedy Blvd
Sea Isle City, New Jersey 08243

Reference: Request for List of Property Owners within 200 feet
Property: (_____ *street address* _____)
Block: _____, Lot(s): _____

Dear Mr. Berrodin:

I am the owner / contract purchaser of the above property, and will be submitting an application to the Sea Isle City Planning Board. Please accept this request for a list of all property owners within 200 feet of the subject property for use in connection with this application.

I have enclosed my check # _____ in the amount of \$10.00 payable to the City of Sea Isle City, and a self-addressed stamped envelope for your use in sending this list to me.

Thank you for your time and attention in this matter.

Very truly yours,

(name)