

Good Developer
Wealthy Street
Out of Town, USA

October 1, 2005

Re: Development Next Door

Adjacent Land Owner
House Next Door
Our Community, NC 66666

SAMPLE COMMUNITY NOTICE LETTER

Dear Adjacent Land Owner,

This letter is to invite you to a community meeting about a commercial development we are planning on property adjacent to your residence. The 300 acres is designed for a number of retail and service businesses, including a drug store and restaurant. The informal community meeting will be held on October 15 beginning at 7:00PM in the auditorium of The Only High School. Plans of our proposed development will be shown and you will have the opportunity to voice your concerns and ask questions of people knowledgeable about the details of our project. No public decision makers will be in attendance at this meeting. Our plans may be revised based on your input before we submit to the County.

We are planning on submitting our official plans to the County Planning Department for the November 15 submittal deadline in time for the December 15 Chatham County Public Hearing of the Board of County Commissioners. You will receive an official notice from the County about this hearing if we are able to meet the submittal deadline.

We would appreciate your attendance and input at the community meeting. If you have questions before the meeting you can reach me at 777/555-1234.

Sincerely,

Good Developer