

Note: Sample letter to be addressed to all contiguous property owners and to be sent by Certified Mail (see Section 160-12.F. of the Codebook of the Township of Concord)

Date

Name
Address

Dear Mr. & Mrs. _____

RE: *Subdivision/Land Development*

Please be advised that we have filed the following (*subdivision or land development*) application with Concord Township:

Location of Property
Approximate Size of Property
Proposed Use of Site/Buildings

Pursuant to the ordinance requirements of Concord Township, we are required to provide you with a certified notification of the filing of said application.

The applicant's full name is _____, living or doing business at the following address _____, and the telephone number is _____.

I suggest that you contact the Concord Township office at office@concordtownship.org or 610-459-8911 if you have any questions regarding this application or the future meeting schedule of the Planning Commission or Board of Supervisors.

Very truly yours,

[Forms]
04-08-06