

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

D A T E

N A M E
C O M P A N Y
A D D R E S S L I N E
C I T Y , S T A T E Z I P C O D E

Re: Notice of Public Hearing
C I T Y N A M E
City of N A M E , S T A T E

Dear N A M E:

A hearing on the request for an Amendment to the official Zoning Map has been set for D A T E , at the regularly scheduled meeting which begins at TIME and is to be held at LOCATION OF HEARING.

The Notice of Hearing will be published in the TITLE OF PUBLICATION. You will be responsible for posting the Notice of Hearing on the property described and notifying all property owners who own property located within feet of the property described by certified mail.

Enclosed please find an example of the letter used to notify the surrounding property owners by certified mail of the pending hearing. Also find enclosed find an example of the Notice of Hearing to be published in the N A M E County News and included in the notification to surrounding property owners. You can located the format for the Notice of Hearing to be posted on the property within the zoning ordinances.

Please call if you have any questions.

Sincerely,

N A M E

Enclosure