

Date: [Insert Date]

From:

[Your Name/Company Name]

[Your Address]

[Your Phone Number]

[Your Email Address]

To:

[Neighbor's Name or "Property Owner"]

[Neighbor's Address]

Subject: Notification of Proposed Land Development at [Address of Project Site]

Dear Neighbor,

This letter is to inform you of a proposed land development project located at **[Insert Project Address/Parcel Number]**, which is near your property.

Project Description:

The proposed project consists of [Briefly describe the project, e.g., constructing a new single-family home, building a 10-unit apartment complex, or subdividing the lot].

Key Details:

- **Current Zoning:** [Insert Current Zoning]
- **Proposed Changes:** [Insert any rezoning or variances requested, if applicable]
- **Estimated Start Date:** [Insert Date]
- **Estimated Duration:** [Insert Timeframe]

Public Meeting Information (if applicable):

A public hearing regarding this proposal will be held on [Date] at [Time] at [Location/Online Link]. You are invited to attend to learn more and provide feedback.

Contact Information:

If you have any questions or would like to review the project plans, please feel free to contact me directly at [Phone Number] or [Email Address]. You may also contact the [Local Planning Department] at [Department Phone Number] regarding Case Number [Insert Case Number].

Thank you for your time and neighborly cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]