

# *Example Notification Letter*

August 8, 2012

## **PUBLIC NOTICE**

This letter is written to provide public notice for a Neighborhood Meeting regarding a proposed Development Plan for the property located at 123 Anystreet, Franklin, TN. The meeting will be held on August 20, 2012 at 6 p.m. in the City Hall Board Room. Please see the information below for more details.

### **Applicant:**

Jane and Joe Citizen, 123 Anystreet, Franklin, Tennessee, 37064, (615) 123-4567, [janeandjoe@someplace.com](mailto:janeandjoe@someplace.com)

### **Application Type:**

PUD Development Plan to be submitted to the City of Franklin on September 10, 2012 for the October 25, 2012 Franklin Municipal Planning Commission meeting.

### **Date, Time, and Place of Public Meeting:**

August 20, 2012 at 6 p.m. in the City Hall Board Room, 109 3<sup>rd</sup> Avenue South, Franklin, Tennessee, 37064.

### **Subject Property:**

123 Anystreet, Franklin, Tennessee, 37064 in the Whispering Willows Subdivision

### **Nature and Scope of the Application Request:**

This submittal is a PUD Development Plan, which proposes 123 attached dwelling units (or a 123,000 square foot church, 234,000 square feet of retail, etc). More details can be given here...

### **Where to View the Proposed Plan:**

The public may contact the applicant to view the plan prior to the Neighborhood Meeting.

### **Where the Public Can Be Heard:**

The applicant will provide a brief presentation of the proposed Development Plan at the Neighborhood Meeting. The public will be given the opportunity to ask questions and provide feedback following the presentation. There will also be an opportunity for public comment at the scheduled Franklin Municipal Planning Commission meeting.