

Example: Public Notice Letter

[DATE]

PUBLIC NOTICE

This letter is written to provide public notice that the Franklin Municipal Planning Commission (FMPC) will be considering a proposed [Development Plan/Rezoning/Preliminary Plat] for the property located at 123 Anystreet, Franklin, TN. The request will be heard by the FMPC on [DATE] at 7 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

Applicant' Representative:

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

Application Type:

[Development Plan/Rezoning/Preliminary Plat]

Date, Time, and Place of Public Meeting:

[Date] at 7 p.m. in the City Hall Board Room, 109 3rd 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 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 Application:

The application may be viewed in the Planning and Sustainability Department, 109 3rd Avenue South, Franklin, TN 37064

Where the Public Can Be Heard:

The public may appear at the public meeting on [date] at 7:00 p.m. to be heard or submit written comments with respect to the application. Written comments may be directed to the City of Franklin Planning and Sustainability Department, 109 3rd Avenue South, Franklin, TN 37064.