

CITY OF WESTMINSTER COMMUNITY DEVELOPMENT DEPARTMENT

NEIGHBORHOOD NOTICE OF DEVELOPMENT EXAMPLE LETTER (may not require neighborhood meeting)

Use Company Letterhead

Date:

Re: *Insert name of subdivision (ex: Olson Technological Park, 3rd Replat)* - Official Development Plan Amendment: Community Meeting

Dear Property Owner,

Insert applicant name is processing an ODP (Official Development Plan) amendment through the City of Westminster for the property located *Insert location/address*.

The original ODP for *Insert name of ODP/development* was approved in *date*.

Enclosed please find a site plan and building elevations for the building that is proposed for the area.

The owner is proposing *Insert brief project description*.

Please review the enclosures and if you have any questions, please call *Insert planner, title*, in the City of Westminster Planning Division, no later than *(put date of two weeks from when letter is sent out)* at *phone* or via email at *email address*.

Sincerely,

NAME

cc: PLANNER

City of Westminster