

Your Name



Street Address, City, ST ZIP Code

Telephone

Email

Date

Re: *Insert name of subdivision (ex: Olson Technological Park, 3rd Replat) – Official Development Plan Amendment*: Project Informational Mailer

Dear Property Owner,

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

The owner is proposing *Insert brief project description*.

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

Enclosed please find a vicinity map, site plan, and building elevations for the proposed development.

Please review the enclosures and if you have any questions, 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*.

Warm regards,
Your Name

Cc: PLANNER

City of Westminster





