

RE: Neighborhood Meeting Notice for Project in your Neighborhood

Date: _____

To whom it may concern,

You are invited to a neighborhood meeting to discuss a project we are proposing near your property. The purpose of the meeting is to discuss the project, answer any questions, and listen to your feedback and suggestions.

File Number: _____

Meeting Location: _____

Meeting Date & Time: _____

Project Summary:

The application is for:

- Remodel of existing site/structure
- New Construction
- Subdivision/ Minor Land Division
- Sign

The proposal is intended to be:

- Residential
- Mixed-Use
- Multi-Family
- Commercial Use
- Other: _____

The project includes:

_____ Residential Units **and/or** # _____ Square Feet of commercial

If you would like to contact us ahead of the meeting, please feel free to reach us at **(phone)** _____

or **(email)** _____. We look forward to hearing from you.

After the neighborhood meeting, this application will be scheduled for review with the city. This application's review with the City may take place as soon as 15 days after the neighborhood meeting. If you provided written comments to the city seven days prior to the applicant's consultation, your comments will be reviewed as part of the application.

Please note: If you wish to be an interested party or have the ability to appeal you must notify the City in writing. The City will inform interested parties of any revised materials that are submitted. **You cannot appeal the application unless you have standing as prescribed in Idaho Code and provide a written comment to the city seven days prior to the application's formal review with the City.**

Thank you,
