

Sample Letter to Neighbors
Notifying of Public Hearing

Dear Neighbors,

I/We have applied to the Austerlitz Planning Board for the following:

[insert brief description of application, including nature, e.g., subdivision, solar, boundary line, site plan approval, special use permit, other and brief description of proposal]

The Application No. is _____

The site is located at _____

A public hearing has been scheduled before the Planning Board for [date] at 7:00 p.m. at the Austerlitz Town Hall, during which the application will be presented and questions and comments entertained.

The relevant provisions of the Town Law governing the application can be found on the Town's Website at

- §167-501 (boundary line adjustments)
- §167-101 and following (subdivisions)
- §195-29 through 195-31 (site plans)
- § 195-32 through 195-35 (special use permit)
- § 195-1 through 195-28 (general provisions)

The application file is available for public review at Town Hall during regular hours of operation.

Signature

Optional: telephone number _____

Email address _____