

Sample Letter – Notification to Adjacent Landowners Regarding a Minor/Major Sub-Division

Date:

Addressed to each Landowner that is along the Boundary Line

Please be advised that a Public Hearing will be held on _____ 201__ at 7:00 pm at the Town of Colchester Town Hall, 72 Tannery Road, Downsville, NY 13755 for the purpose of a Minor Sub-Division of _____ acres divided into two (2) parcels of _____ acres and _____ acres, Tax Map # _____ located on _____.

Please Note: *This notice of the above Minor Sub-Division is purely informational. The Public Hearing provides an opportunity for you to voice your concerns about this subdivision **if** you have any. Your attendance at the meeting is **NOT** required.*

Sincerely,

Applicant

Address

Phone

Email