

Chapter 99 Citizen Participation

Concept Plans, Rezonings, Special Exceptions, Variances and Appeals require Citizen Participation. The attached sample citizen participation letter will be sent out by the Village to the property owners and residents within 500' of the property along with a map/plan of the proposal. The applicant will keep a summary of any calls, conversations, emails, letters etc. from concerned citizens and what their concerns are, along with any remedies for these concerns. This summary should be turned into the Village prior to the Planning Commission meeting.

"Village of Greenville"



W6860 Parkview Drive
Greenville, WI 54942

Michael J. D. Brown
Community & Economic
Development Director

Phone (920) 757-5151 Ext 2000
Fax (920) 757-0543
www.greenvillewi.gov
e-mail: mbrown@greenvillewi.gov

DATE

RE: **LIST PROJECT**

To Whom It May Concern:

APPLICANT NAME/BUSINESS NAME has submitted an application for **APPLICATION TYPE** in order to **DESCRIBE PROJECT** located at **ADDRESS/PARCEL** as shown on the **attached plan**. The project is scheduled to be heard by the Planning Commission on **DATE/TIME** at the Village Hall at W6860 Parkview Dr., Greenville, WI 54942 where you will have the opportunity to speak about the project.

If you have questions about the project you may contact **APPLICANT NAME** at **PHONE NUMBER**. You may also contact me with additional questions.

Sincerely,

Michael J. D. Brown

Enclosures

"Village of Greenville"



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APPLICANT NAME will also be holding a meeting with the neighborhood to discuss the project with you directly. The meeting will be held on **DATE/TIME** at **ADDRESS**.

If you have questions about the project you may contact **APPLICANT NAME** at **PHONE NUMBER**. You may also contact me with additional questions.

Sincerely,

Michael J. D. Brown