

Sample Neighborhood Meeting Notification Letter

[Date]

To the Property Owners expressing interest in this area, Planning Commissioners, City Staff and the City of Riverside City Council.

[Developer/Applicant Name] plans to submit a development proposal to request a zoning change/conditional use for [site address].

[Description of Proposal]

In accordance with the procedures of City of Riverside Community Development Department, we have been directed to invite you to discuss this proposal before an application can be filed. This will be an informal meeting to give you the opportunity to review the proposed plan and discuss the proposal with the developer or their representative. This meeting will be held in addition to the established public meeting procedures of the Planning Commission.

The meeting to discuss this development proposal will be held on:

[Date], at [Time]

[Location]

At this meeting, [developer or developer representative] will explain the proposal and then discuss any concerns you have. We encourage you to attend this meeting and to share your thoughts.