

Note: Sample letter to be addressed to all contiguous property owners and to be sent by certified Mail (see Section 169-12F. of the Codebook of the Township of Concord)

Date

Name
Address

Dear Mr. & Mrs. _____

RE: Subdivision/Land Development

Please be advised that we have filed the following (subdivision or land development) application with Concord Township:

Location of Property
Approximate size of Property
Proposed Use of Site/Buildings

Pursuant to the ordinance requirements of Concord Township, we are required to provide you with a certified notification of the filing of said application.

The applicant's full name is _____ living or doing business at the following address _____ and the Telephone number is _____.

I suggest that you contact the Concord Township office at kgriffis@concordtownship.org or 610-459-8911, extension 109 if you have any questions regarding this application or the future meeting schedule of the Planning Commission or Council.

Very truly yours,