

*Official Letterhead*

Dear Neighbors of \_\_\_\_ (project site address) \_\_\_\_\_,

\_\_(company/name)\_\_ is interested in \_\_(developing/using)\_\_\_ at \_\_(address)\_\_\_ for  
\_\_\_\_\_(use)\_\_\_\_\_. The request requires a \_\_\_\_ (rezoning/SLUP/etc)\_\_\_ because  
\_\_\_\_\_.

\_\_\_\_ Insert information about your proposal/development/business \_\_\_\_

The first step in the process is to hold a Public Participation (neighborhood) meeting with the community to discuss our proposal with you and receive feedback. This meeting is required before we can submit our application for a \_\_\_\_ (rezoning/SLUP/etc)\_\_\_ to the city. You are receiving this letter as you own property within 500' of our project. We hope you will be able to meet with us at the following time:

Meeting Date/Time:

Meeting Location:

We've included a site plan of our current proposal in which we look forward to discussing with you and getting feedback on \_\_\_\_ (date)\_\_\_\_. If you are unable to attend or wish to reach out beforehand, we can be reached at \_\_\_\_ (email)\_\_\_\_ or \_\_\_\_ (phone)\_\_\_\_.

A flyer outlining the land use petition process in the city of Tucker is also included.

Questions relating to city matters can be addressed to [info@tuckerga.gov](mailto:info@tuckerga.gov).

Sincerely,

\_\_\_\_ Applicant Name \_\_\_\_