

## Sample Neighborhood Meeting Notification Letter

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[Date]

To the Adjoining Property Owners, Neighborhood Group Representatives expressing interest in this area and Metro Councilperson for \_\_\_\_ District.

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

[Description of Proposal]

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In accordance with the procedures of Louisville Metro Planning and Design Services, 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 his/her representative. This meeting will be held in addition to the established public meeting procedures of the Planning Commission and/or the Board of Zoning Adjustment.

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.