

NEIGHBORHOOD MEETING NOTICE

[DATE]

Hello! You are receiving this letter to provide public notice of an upcoming Neighborhood Meeting for a proposed development on the property located at [street address], Franklin, TN. The meeting will be held on [date] at [time] at the City Hall Board Room (109 3rd Avenue S).

Project Description:

[provide a brief narrative of the project, including the number of dwelling units, non-residential square footage, proposed uses, overall acreage of the site]

Why are you receiving this letter?

The proposed project is within 500' of your property.

What is the purpose of the meeting?

The purpose of the meeting is to make citizens aware of a potential new development within your immediate vicinity and allow you to engage with the applicant early in the review process. The meeting is meant to be informative and provide an opportunity to ask questions directly to the developers about the project. If the project continues with a formal application to the city, it will go through a Public Hearing process. Please be aware that Public Hearings do **not** involve a question and answer session.

Will the project be voted on at this meeting?

No. The neighborhood meeting is for informational purposes only. The project, should the applicant continue with a formal application, will be reviewed by the Franklin Municipal Planning Commission (FMPC) and may also be reviewed by the Board of Mayor and Aldermen (BOMA). Both the FMPC and BOMA meetings will be publicly noticed and will include time for citizens to speak to the project at formal Public Hearing sessions.

Format of the meeting:

6:00 – 6:10 pm	informal discussion; time to ask quick questions or take a closer look at the plan
6:10 – 6:25 pm	formal presentation by the applicant to discuss the main points of the plan
6:25 – 7:00 pm	question and answer time; citizens will ask questions at a podium so all in attendance can hear each question

Can you see the proposed plans prior to the meeting?

Absolutely! There is a copy of the proposed plan included with this mailing. If you have any questions prior to the meeting, feel free to contact the applicant: Their contact information is:

[applicant name, applicant company]

Email: enter email

Phone: enter phone number

Meeting Date: xx/xx/xxxx Time: x:xx pm
Location: City Hall 109 3rd Avenue S, Franklin, TN 37064