

## SAMPLE OF GOOD NEIGHBOR MEETING NOTICE

### Notice of Good Neighbor Meeting and Open House

(Date)

Date and Time:

Location:

To neighbors of (description/location of property):

The (Iowa City Planning and Zoning Commission (P&Z)/Board of Adjustment (BOA) will soon consider a (land use change, special exception, etc.) for a property in your area. The property is located at (provide map or specific address). The proposal is (general description of proposal such as “a 26 lot single family subdivision on 10 acres”).

As the (applicant/representative) of this request we would like to invite you to participate in a (meeting/open house) where you will have an opportunity to learn about the requested land use change and we can gather comments you may have regarding this proposal.

It is anticipated that the (P&Z/BOA) will be reviewing this proposal on (date). A notice of a formal review by the (P&Z/BOA) will be sent to all property owners within 300' of the property under review by the City. You are encouraged to attend these meetings and voice your opinions.

If you have any questions or would like to submit written comments, please contact (applicant/representative) at (phone and/or email).