

Attention applicant: Please use this template to fashion letters to all property owners that are adjacent to property in question and all adjacent municipalities. These letters must be sent certified mail – return receipt requested and you must present the green cards to the Township Manager during your presentation to the Planning Commission. These notices must be sent at least ten days prior to the meeting.

Date

Addressee
Address
City, PA, Zip Code
Folio Number

Re: Street Address of Involved Property
Folio Number of Involved Property
Brief Description (i.e. Minor or Major, relief to build in steep slopes, etc.)

Dear Addressee:

Please be aware that an application for _____ (subdivision/land development/conditional use) involving the aforementioned property has been filed with Edgmont Township.

The Edgmont Township Board of Supervisors and/or Planning Commission will conduct an initial review of this matter at their regular meeting on _____ at the Edgmont Township Municipal Building, 1000 Gradyville Road, Gradyville, PA. A copy of the application and plans are available for public review at the Township office during regular business hours (8:30 a.m. to 4:30 p.m.). If you have any questions regarding this application, please contact the Township Manager at 610-459-1662.

Sincerely,

Signature of Applicant

Applicant

cc: Edgmont Township