

## RESIDENT NOTIFICATION

(This Form Should Be Placed On Developer/Company Letterhead)

Date

SUBJECT: (Development Name)

Dear Property Owner,

Construction of the above referenced project located at \_\_\_\_\_ will begin on or after (anticipated date to start construction – not less than 30 days from date of letter). (Address impacts to property owner, for example – The pavement along the frontage of your property will be widened within the City right-of-way. Upon construction, coordination may be necessary to ensure you maintain access to your property; or, for example, Your fence will need to be removed in order to install storm drain pipe in the easement. We will reinstall your fence after construction) (See also \* & \*\*) The estimated completion date for this project is (estimated date to project completion).

If you have any questions concerning the construction of this project, please contact (developer's representative) at (phone number of developer's representative).

Developer's Representative

Title: \_\_\_\_\_

- \* Other circumstances to note include mailbox relocation and delivery of mail, school bus interference if they have children, tree/vegetation disturbance.
- \*\* If the land owner does not live on the affected property, ensure address of affected property is referenced.