

Example

Public Notice Letter

Date

Public Notice

This letter is written to provide public notice that the Nolensville Board of Commissioners will be considering a proposed rezoning for property located at *123 Street, Nolensville, Tn.* The request will be heard by the Board of Commissioners on *DATE* at 7 pm at Town Hall. Please see information below.

Applicant

Jane and Joe Citizen, 123 Street, Nolensville, Tn.

Applicant Representative

Jane and Joe Engineering, 123 street, Nolensville, TN

JaneandJoeEnginnering@email.com

Date, time place

Date, at 7 pm at Town Hall, 7218 Nolensville Road

Subject Property

123 Street, Nolensville, in the Any Subdivision

Nature And Scope Of The Application Request:

This submittal is to rezone the property from *CURRENT ZONE* (Z1) to *NEW ZONE* (Z2)

Where the public can be heard:

The public may appear at the public hearing on *DATE* at 7 pm to be heard or submit written comments with respect to the application. Written comments may be directed to Town of Nolensville Planning Department, 7218 Nolensville Road, Nolensville, TN, 37135