MONTH DAY, YYYY

Dear Property Owner:

You are invited to attend a neighborhood meeting to discuss PROJECT NAME, a proposed development project in your area. This is your opportunity to review the proposed project, ask questions and provide feedback prior to submittal of a formal development application.

**Neighborhood Meeting Information:**

**00:00 p.m., DAY, MONTH DD, YYYY**Meeting Location & Address

**Project Description:**
This project is located at (include address), parcel number (include parcel number). This proposed project is (provide a detailed description of the development proposal).

If you have questions about the meeting or would like to discuss the proposed development project, please contact: List the contact person on behalf of the proposed development, e-mail and phone number of the applicant or applicant’s representative *(this should not be County Staff)*.

This is not a public hearing, and public officials will not be present. If you have questions regarding meeting requirements, please contact the Washoe County Planning Division: Planning@washoecounty.gov or 775-328-6100. You may also contact the Washoe County Staff Planner for the project: NAME, 775.328.XXXX, EMAIL

To review information about neighborhood meetings, please visit: https://www.washoecounty.gov/csd/planning\_and\_development/neighborhood-meetings.php

Sincerely,

(signed)