

**NOTICE TO NEIGHBORS OF UPCOMING
NEIGHBORHOOD MEETING**

Subject: Neighborhood Meeting for our Rezoning Request Z-[XX]-[XX]-[XXX] filed by [XX, LLC] to rezone approximately [XX] acres located at [123 West XX Drive] for our planned development of [XX].

Date and Time of Meeting: [Day], [Month/Date/Year] at [Time]

Location of Meeting: [Name of location and physical address]

Applicant: [XX, LLC]

Zoning Case Number: Z-[XX]-[XX]-[XXX]

Dear Neighbor,

We have filed a Rezoning Request with the Greensboro Planning and Zoning Commission for our approximately [XX] acre parcel located at [123 West XX Drive], from the [XX] to the [XX] zoning district. [If you are requesting conditional district zoning, explain here and include your conditions]. We are requesting a rezoning for the development of [our project]. More information about the Rezoning process in Greensboro is available at <https://greensboro-nc.gov/zoning>.

As recommended by the Greensboro Planning Department, we will hold a Neighborhood Meeting prior to the Commission's Public Hearing to discuss our proposal with members of the community. We have sent you this letter because records indicate you own or reside at a property close to ours.

Accordingly, we are pleased to invite you to our Neighborhood Meeting held on [Day, Date, Time] at [Location]. We are excited to share this proposal with you and look forward to answering any questions you may have.

If you have any questions or comments before the meeting, please do not hesitate to reach out to us via either telephone or e-mail:

[Phone Number]

[Email Address]

Respectfully, [Applicant]

cc: [Neighborhood organizations]
[Greensboro Planning Department] (suggestions)

Date Mailed: [XX]