

**Sample Letter for Notification of Neighborhood Meeting  
for Rezone, PUD Rezone, PUD Amendment, Conditional Use**

*Please use your standard letterhead and/or include a contact person providing the following information:*

**Mailing Address**

**Phone Number**

**Email Address**

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*(Date)*

Dear Property Owner:

Please be advised that a formal application has been submitted to Collier County seeking approval of a *[enter type of application]* for the following described property:

*[Description: distance from nearest intersection, fronting street or access road.  
Verify with planner]*

The petitioner is asking the County to approve this application to allow development of *[describe project]* on the described property.

In compliance with the Land Development Code requirements, a Neighborhood Information Meeting will be held on *[insert date and time]* at *[location]*. *[Verify date and location with planner]*

The purpose and intent of this Neighborhood Information Meeting is to provide the public with notice of an impending zoning application and to foster communication between the applicant and the public. The expectation is that all attendees will conduct themselves in such a manner that their presence will not interfere with the orderly progress of the meeting.

At this meeting the petitioner will make every effort to illustrate how the property will be developed and to answer any questions. Should you have questions prior to the meeting, please contact me.

Sincerely,

*[Agent/Applicant's name signed and printed]*