

{Current date}

Dear Property Owner/Occupant,

The {name of town} Historic Preservation Commission is pleased to recommend for designation {name of district}. Preservation of the district and the properties within its boundaries provides for local recognition and protection of {name of town}'s unique character.

This letter is an invitation to you to participate in the designation process. In accordance with the provisions of {name of town's} Historic Preservation Ordinance as adopted by the Mayor and Council on {date} this letter serves as notification that your property or properties lie within the boundaries of the proposed {name of district}. All owners of historic and/or non-historic properties within the proposed district are being notified.

A public hearing will be held in the {place} on {date}, at {time} p.m., for a public presentation of the designation report and for public comment on the proposed designation. Representatives from the Historic Preservation Commission will be present to answer any questions.

If you have questions or comments, please contact staff at City Hall at {phone #}.

Sincerely,

{Staff member}
{Title}

SAMPLE PUBLIC HEARING LETTER