

# Sample Letter for Notice of Abutters

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## **NOTICE OF PUBLIC HEARING BEFORE ZONING BOARD OF REVIEW APPLICATION FOR (specify type of relief sought)**

Date: (specify date 10 days prior to hearing)

Re: Address of subject property  
Coventry, RI 02816  
AP\_\_\_\_, Lot \_\_\_\_

Dear Property Owner:

In accordance with Article 4, Section 423 of the Coventry Zoning Ordinance, you are hereby notified that (Applicant's Name) of (Applicants Address), has filed an application for (Special Use Permit, Dimensional Variance, Use Variance) seeking to (Brief description of proposal including all dimensions and proposed uses).

A hearing before the Zoning Board of Review will take place in the Town Council Chambers, Coventry Town Hall, 1670 Flat River Road, Coventry, RI 02816 on **Wednesday, (Date of Hearing) at 7:00 p.m.** All interested parties are invited to be present.

If you have any question, please contact the Department of Planning and Development at 822-9181.

Respectfully,

(Applicant's Name)