Date:

Re: Potential Custom Signage Plan for (site location)

Dear Neighboring Property Owners and Tenants,

You are invited to attend a neighborhood meeting on (meeting date and time). The meeting will be held at (meeting location, including address) and will begin at (time). The purpose of this meeting is to discuss a potential custom signage plan for the property(s) located at (site address, nearby landmarks, and map showing the geographic extent of the custom signage plan).

Prior to the submittal of any custom signage plan application, the City of Raleigh requires that a neighborhood meeting be held for all property owners and tenants within 100 feet of the proposed custom signage plan area. Information about the custom signage plan process is available on the City of Raleigh’s Custom Signage Plan webpage.

Per Section 10.2.1.C.1. of the City’s Unified Development Ordinance (UDO), we are required to provide this mailed notice to all properties within 100’. If you wish to discuss our application, you may reach me via phone at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or via email at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The City of Raleigh Planning and Development Current Planning division can be reached at 919-996-2472 or [signpermits@raleighnc.gov](mailto:signpermits@raleighnc.gov).

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner’s authorized representative