
Date

Applicant/Property Owner

Address

Dear Property Owner:

We have applied to the City of Raleigh Development Services Department to construct the following improvements on property located at _____.

Project description:

Per Section 10.2.7.E of the city's Unified Development Ordinance (UDO), we are required to provide this mailed notice to all properties within 100'. More information about our application can be found by typing in the project address in the City of Raleigh's Permit and Development Portal at the following address: permitportal.raleighnc.gov.

Should the plans be approved, a sign will be posted on the property for 30 consecutive days.

If you wish to discuss our application, you may reach me via phone at _____ or via email at _____.

The City of Raleigh Development Services Department can be reached at 919-996-2492 or currentplanning@raleighnc.gov.

Sincerely,

Applicant/Property Owner