

Final Site Plan Notification Letter

Date: _____

Case No. _____

Dear Property Owner:

This is to notify you that a final site plan application will be, or has been, submitted for the property listed below to the City of Independence for consideration and approval. The Independence City Code requires that the applicant for certain final site plan approvals conduct a public meeting with the property owners within 185 feet of the subject property to discuss the project. As your property is within 185 feet, you are invited to attend this meeting.

Proposed project description: _____

Applicant: _____

Location of Property: _____

(map must be included)

Meeting Date: _____, 20____, at _____ am/pm

Location of neighborhood meeting: _____

All interested persons are invited to attend and hear about the proposed project, ask questions, or make comments.

Applicant Signature (or Owner/Agent)

Applicant Phone Number