

Do not return sample sheets with application.

**Example Letter For
Notifying Surrounding Property Owners**

(Name) _____

(Address) _____

(Date) _____

RE: Notice of public hearing regarding Application # _____ : an application submitted by _____ (*name of applicant*) to change the Future Land Use and Zoning of a parcel of land. *Identify the current and previous names of the project as well as any commonly known name.*

Property Location: As shown on the enclosed location map, the property is located _____ *A description of the location in relation to major streets or other landmarks in the vicinity. Include the address of the subject property, if available.*

Dear Property Owner:

As the owner of property within (*Specify 1,000 / 2,500*) feet of the property shown on the attached location map, please be advised that the property is the subject of an application to change the Future Land Use designation:

FROM: _____ (*allowing a maximum XX*) TO: _____ (*allowing a maximum XX*)

And to change the zoning designation: *Do not include the following if PUD zoning.*

FROM: _____ (*allowing a maximum XX*) TO: _____ (*allowing a maximum XX*)

The date, time and place of the scheduled hearing is:

MEETING: (*Specify Board of County Commissioners or Local Planning Agency*)

DATE: _____

TIME: (*example: 9 A.M., or as soon thereafter as the item may be heard*)

PLACE: Martin County Administrative Center
Commission Chambers, 1st Floor
2401 S.E. Monterey Road
Stuart, Florida 34996

All interested persons are invited to attend the above-described hearing and will have an opportunity to speak.

Accessibility arrangements. Persons with disabilities who need an accommodation in order to participate in this proceeding are entitled, at no cost, to the provision of certain assistance. This does not include transportation to and from the meeting. Please contact the Office of the County Administrator at (772) 221-2360, or in writing to 2401 S.E. Monterey Road, Stuart, FL 34996, no later than three days before the meeting date. Persons using a TDD device, please call 711 Florida Relay Services.

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Record for appeals. If any person decides to appeal any decisions made with respect to any matter considered at the meetings or hearings of any board, committee, commission, agency, council, or advisory group, that person will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record should include the testimony and evidence upon which the appeal is to be based.

Comprehensive Planning Facts. The Future Land Use Map is adopted as part of the County's Comprehensive Growth Management Plan and is one of the primary tools for managing land development. The Future Land Use designation of a parcel of land determines the general type of use allowed, as well as the maximum level of density or intensity allowed (such as the number of residential units per acre). The zoning regulations provide one or more zoning districts for implementing each Future Land Use designation. The zoning designation of a parcel of land determines, in more detail than the Future Land Use designation, what type and level of development may occur. A change to the Future Land Use Map requires the following public hearings:

1. Local Planning Agency (which makes a recommendation to the Board of County Commissioners).
2. Board of County Commissioners (to determine whether the proposed amendment should be transmitted to the state land planning agency. *Omit this sentence (and renumber) for small scale plan amendments.*
3. Board of County Commissioners (to determine whether the proposed amendment should be adopted).

Public involvement opportunities: All interested persons are invited to attend any or all of the above-described hearings and will have an opportunity to speak. All application files are available for public inspection during business hours at the address below. Written comments will be included as part of the public record of the application.

Submit Written Comments to:	Growth Management Director Growth Management Department Martin County 2401 S.E. Monterey Road Stuart, Florida 34996
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For further information, including copies of the original application documents or agenda items, please contact xxxxx, Planner with the Growth Management Department at 772-288-5495.

Sincerely,

Name of applicant's representative

Enclosure: *Include a location map.*