

EXAMPLE

ABUTTER NOTIFICATION

YOUR NAME
YOUR ADDRESS
YOUR PHONE NUMBER

DATE

Dear Abutting Property Owner,

I am applying for a zoning permit to construct a / for a [**YOUR REQUESTED USE (EXAMPLE USES – SINGLE FAMILY DWELLING, ACCESSORY DWELLING, ACCESSORY STRUCTURE, HOME OCCUPATION, BED & BREAKFAST, CHANGE OF USE, ETC.)**], which requires review by the Town of Warren Development Review Board.

The project includes [**BRIEFLY DESCRIBE YOUR PROJECT**]. I have also attached a site plan of the project and an area map showing my property in relationship to yours.

As per the Town of Warren regulations, a public hearing has been scheduled for review of this project on [**DATE AND TIME**] at the Warren Municipal Building.

This notification is being sent to all abutting property owners pursuant to the Town of Warren application requirements. If you have any questions regarding my application, please do not hesitate to contact myself at the above address and phone number or the Town of Warren Planning & Zoning office at 802-496-2709.

Respectfully,

YOUR NAME

PROOF OF ABUTTER NOTIFICATION REQUIREMENT

Pursuant to the WARREN LAND USE & DEVELOPMENT REGULATIONS – Article 9. §9.8(C)(3)

Notice of hearing also shall be sent to abutting property owners at their last known address and to other known interested parties. The applicant shall be responsible for providing proof of notification of adjoining property owners, as determined from the municipal grand list, with the application. Proof of notification shall include a list of current landowners and proof of mailing provided by the U.S. Postal Service or a signed notice of service certifying that the applicant or the applicant's agent has notified the adjoining landowners. The failure of an adjacent property owner to receive notice shall not invalidate any action of the Development Review Board.