<Name of Applicant>

<Address of Applicant>

<Applicant Telephone>

<Applicant Email>

<Current Mo/Da/Yr>

Re: Proposed Renovations & Additions to <Address Requesting Variance> / <Variance Number>

Dear Neighbor,

<Describe your plans.>

These plans require a variance because <describe variance and the reason your plans require a variance>.

These plans will be presented first at the Thursday, <provide date>, meeting of the Lake Claire Neighbors (LCN). That meeting will be held at the Frazer Center, 1815 S Ponce de Leon Avenue, 7:15pm. After that, these plans will be presented at the Neighborhood Planning Unit – N (NPU-N) meeting on Thursday, <provide date>, 1083 Austin Avenue, 7pm.

Should you have any questions about this project, please feel free to contact us at the contact information listed above <you may also list a secondary contact such as your architect>.

Sincerely,

<Name of Applicant>

***Acknowledgement of Notification:***

I have been made aware of variance request <variance request number> and given the opportunity to comment on the proposal.

I approve the request

I deny the request

I have been informed but have no opinion about the request

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

<Signature of LCN member>

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

<Printed Name of LCN member>

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

<Address of LCN member>