

**Attention Applicant:** Please use this template to fashion letters to all property owners that are adjacent to property in question and all adjacent municipalities. These letters must be sent CERTIFIED MAIL – RETURN RECEIPT REQUESTED and you must present the “green cards” to the Township Manager during your presentation at the Public Hearing. These notices must be sent at least ten days prior to the meeting.

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(DATE)

## NOTICE

(Addressee)

(Address)

(City, PA, Zip Code)

**Re: Street Address of Involved Property  
Folio Number of Involved Property  
Brief Description of type of application**

Dear (Addressee):

Please be aware that an application for conditional use approval involving the aforementioned property has been filed with Edgmont Township.

The Edgmont Township Board of Supervisors will conduct a hearing on this matter at their regular meeting on \_\_\_\_\_ at \_\_\_\_\_ p.m. Your attendance is welcome. A copy of the application and plans are available for public review at the Township office during regular business hours (8:30 a.m. to 4:30 p.m.). If you have any questions regarding this application, please contact the Township office at 610-459-1662.

Sincerely,

(Signature of Applicant)

(Applicant)

cc: Edgmont Township