

## Notification of ARC meeting

Please use this example to create the notice to send to contiguous property owners. The letter is to be sent First Class Mail & Certified Mail.

For Certified Mail, fill out the post office's green Domestic Return Receipt card (form 3811) & White Certified Mail Receipt slip. On the Green Card fill out:

- Box 1 - Write in the Address of the adjacent property owner
- Box 2 - Transfer the "article number" sticker from the white receipt card to this area
- Box 3 - check "Certified Mail" and "Return Receipt for Merchandise"
- Back side of card - write your name and address
- Send no later than \_\_\_\_\_

(Retain the white copy receipt and green cards that are returned from property owners to submit to the village at least four days before the meeting date.)

The below items in parentheses are to be added by you. Delete all instructions before sending. Also email a copy of the letter to me.

### SENT VIA FIRST CLASS AND CERTIFIED MAIL

(Date)

Subject: Request for variances for (what type of solar variance) at (Address)

Dear Contiguous Property Owners:

This letter is to notify you that we have applied to the Village of Spring Grove's Architectural Review Commission for review of a Solar Energy System with a variance request. The approval of this application would permit the installation of (what type of solar variance).

Enclosed are color photo(s) of the solar panels on the building/property that we are asking a variance for. A copy of the Variance Application is on file with the Village of Spring Grove.

You are invited to attend this meeting on \_\_\_\_\_ at 6:00 PM at the Municipal Centre located at 7401 Meyer Road to voice any questions or concerns you may have.

Should you have any questions or concerns feel free to contact me at (your phone number).

Sincerely,

(Your Name)

Enclosure:

- Color photo of Solar Panels on the building/property
- Site Plan and Landscape Plan if applicable