

SAMPLE LETTER

To: (Name and Address of abutting property owner)

Date:

From: (Applicant)

Dear:

As a requirement of the New Fairfield Zoning Commission I/we are notifying you, as you are an abutting property owner of _____ (address of property) _____.
I/we are submitting an application to construct a _____ (type of project) _____.
The date of the Zoning Commission meeting is _____.

If you have any questions, the application is on file in the Land Use Department of Town Hall.

_____ (Your Signature) _____

CERTIFIED MAIL: RETURN RECEIPT _____ (certified mail number) _____