**Neighbor Notification**

Excerpted from: <http://npufatlanta.org/NPU-Fvariancechecklist.pdf>

*• Proof of mailing or written notification to adjacent or impacted neighbors.*

*Notification should include an explanation of your project and justification for receiving a variance with dates, times and locations of neighborhood and BZA meetings.*

*Notes: a) “Contiguous neighbors”, in general, refers to the two neighbors on either side of the property, the* three neighbors directly across street, and the three neighbors directly behind.

**Suggested approach:**

Before the first meeting with the Planning Committee and subsequent meetings in the variance process, one should be inform the contiguous property owners with copies of your variance application.

This document should already include the detailed descriptions of your project and the reason for the variance, and should include the drawings one will be presenting [Drawings should be of sufficient size and clarity for the neighbor to easily understand the project].

Dates and times of meetings can be obtained from the information sent to you from NPU –F and your variance application.

Proof of neighbor notification can be established via USPS by using the proof of mailing service, which is inexpensive.

Note: It is not necessary to request a neighbor’s approval in this document and neighbors do not have to approve of the variance request.

At the meetings in this process one should have the following items in hand for review by the planning committee, have a copy available be submitted to the Committee for the record when requested at the meeting:

1) A copy of what one sent to the neighbors

2) The addresses one sent the information to

[Date]

Dear Neighbor:

RE: Variance V-XX-XXX

We have applied for a zoning variance for our property located at [Address].

[Summarize scope of project/reason/issues for variance]

This variance request will be heard at public meetings:

1. VHCA Planning -- **Wednesday April 8** at 7 pm at the Church of Our Savior -- 1068 N. Highland Ave. (across from the fire station).

2.  VHCA Board Meeting -- **Monday, April 13** at 7:00 pm at the Ponce de Leon Library, 980 Ponce de Leon Avenue NE.  
  
3.  NPU F -- **Monday, April 20** at 7 pm at the Hillside facility, 1301 Monroe (enter from Monroe across from the entrance to the Piedmont Park parking facility).

4.  NPU F -- **May 7, 2015** City of Atlanta Board of Zoning Adjustment (BZA) Council Chambers, 2nd Floor, City Hall, 55 Trinity Avenue, S.W.

If you have any questions, please let us know.

[Etc.]

Attachments: [\_\_\_\_\_\_\_\_\_\_\_\_, dated X/XX/XX]