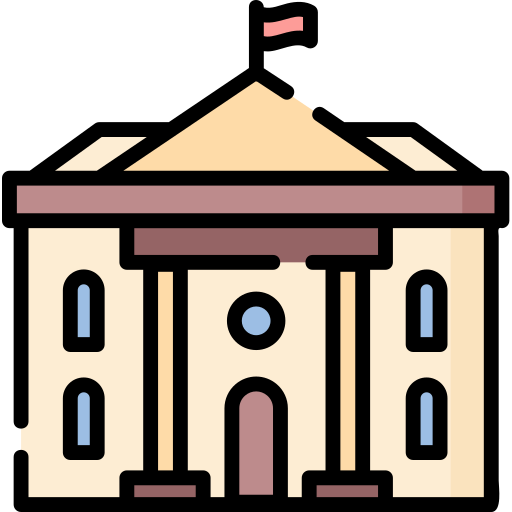
|  |  |  |
| --- | --- | --- |
|  | **Planning Department**  City Hall  200 Hobbs Street West  Beautiful, USA  Phone (XXX) XXX-XXXX  Fax (XXX) XXX-XXXX | MAYOR  Mayor  DIRECTOR  Director |

****

Date: {{ mailing\_date }}

Re: Public Hearing for {{ development\_name }}

To Whom It May Concern:

The Beautiful Planning Commission will hold a Public Hearing on {{ pc\_meeting\_date }} at 5:45 p.m., in the Council Chambers at City Hall at the above address, to hear comments related to a proposed subdivision. The subdivision request is as follows:

{{ request\_text }}

For further information, you may contact this department at XXX-XXX-XXXX from 8:00 a.m. to 4:30 p.m., Monday through Friday. Written comments may be received before the meeting and delivered to the above address, or mailed to:

PLANNING OFFICIAL NAME

Planning Dept.

City of Beautiful

PO Box XXXX

Beautiful, USA

A plat and application are available for inspection in the City Hall at the Building Department at the above address during the above stated work hours.

Thank you,

PLANNING OFFICIAL NAME

Planning Official