

SAMPLE PUBLIC NOTICE LETTER

PUBLIC HEARING NOTICE

{Insert Date}

Dear property owner(s):

The Gallatin City Council will conduct a Public Hearing on *{Insert Date}* at 6:00 P.M. in the Dr. J. Deotha Malone Council Chambers, City Hall, 132 West Main Street concerning the following proposed zoning amendment:

- {Insert the address or location of the property subject to the zoning amendment including a brief description of the property (e.g., nearby streets and intersections)}**

- {Insert brief description of the nature, scope and purpose of the proposed zoning amendment}**

All persons having an interest in these matters are invited to attend and make their views known at this time. Further information may be obtained from the Codes/Planning Department, Room 201, City Hall, 451-5796. Detailed City Council agendas are available on the City of Gallatin website, www.gallatinonthemove.com.

Sincerely,

{Insert applicant name}

**SAMPLE AFFIDAVIT - ZONING AMENDMENT
SURROUNDING PROPERTY OWNER NOTICE**

AFFIDAVIT – {INSERT PROJECT NAME} SURROUNDING PROPERTY OWNER NOTICE

**STATE OF TENNESSEE
COUNTY OF SUMNER**

{Insert Name of person mailing notices}, being duly sworn, deposes and states as follows:

I am over the age of 21 and am competent to testify to the matters stated herein.

I am currently employed by **{Inert name of employer}**.

1. On **{Insert Date notices were mailed}** I placed in the United States mail, postage prepaid, written notices for a public hearing scheduled on **{Insert Date of Public Hearing}**, whereupon the City of Gallatin Board of Mayor and Aldermen would consider an amendment to the City of Gallatin, Tennessee Zoning Ordinance.

2. The notices were sent to the addressees indicated on the attached **Exhibit A**.

3. Written notices were mailed to these individuals to comply with the Public Participation Policy adopted by the Gallatin Municipal-Regional Planning Commission on July 28, 2008.

Further Affiant saith not.

STATE OF TENNESSEE)
COUNTY OF SUMNER)

Personally appeared before me the above named _____, who, on his/her oath, swore to the truth of the aforesaid matters.

Witness my hand and official seal on this ____ day of _____, _____.

Notary Public

My Commission Expires:
