

SAMPLE LETTER

BOARD OF ADJUSTMENT

NOTICE OF PUBLIC HEARING

The Board of Adjustment for the City of Arvada will hold a public hearing on -----day-----,
-----date-----, at -----7:00 p.m.----- or soon thereafter, to consider a variance for

_____, located at _____.

The public hearing will be held in the City Council Chambers of the Arvada Municipal Building located at 8101 Ralston Road, Arvada, Colorado. All interested parties may appear at the public hearing for this request and speak on the matter or may file written comments with the Community Development Department no later than 8 days prior to the hearing. Written comments should be addressed to, and any additional information can be obtained from:

**Community Development Department
Arvada Municipal Building
P. O. Box 8101
8101 Ralston Road
Arvada, CO 80001-8101**

Telephone: 720-898-7450

The review process includes a public hearing before the Board of Adjustment and is designed to provide opportunities for citizen involvement and comment. Prior to the public hearing, landowners, immediately adjacent to the subject property are notified of the applicant's request by way of this notice. The Board of Adjustment is forwarded all written comments received by the specified deadline.