

**NEIGHBORHOOD NOTICE SAMPLE**  
**Use Owner/Developer or Engineer of Record Letterhead**

Dear Property Owner:

Notice is hereby given that Pasco County Government is currently, or soon will be, reviewing an application for a Development Permit:

Project: **(PROJECT NAME AND PROJECT NUMBER)**

Developer: **(DEVELOPER'S NAME)** for the construction of **(DESCRIPTION OF PROPOSED CONSTRUCTION (USE, SQUARE FOOTAGE, NUMBER OF UNITS, ETC.))**

**Date of content completeness: (IF APPLICABLE)**

Location: **(DETAILED LOCATION OF PROJECT)**

PARCEL I.D.: **(LIST PARCEL IDENTIFICATION NUMBER(S))**

**IF YOU ARE RECEIVING THIS NOTICE, A PROJECT IS BEING PLANNED NEAR, BUT NOT ON YOUR PROPERTY.**

The **[Preliminary Residential Plan, Preliminary Non-Residential/Mixed Use Plan, Preliminary Site Plan, etc. (Choose only one)]** development plan may be available for public inspection during normal business hours 8:00 to 5:00 p.m., Monday through Friday, except legal holidays, at the following location:

Development Review Department  
West Pasco Government Center  
8731 Citizens Drive, Suite 210  
New Port Richey, FL 34654

**PLEASE CALL (727) 847-8140 (@@ - NAME OF PLAN. ZON. TECH) TO MAKE AN APPOINTMENT TO REVIEW THE PLANS.**

You may provide any comments/concerns you may have directly to the Development Review Department within 15 days of receipt of this letter. All comments will be forwarded to the developer/engineer of record and will be taken into consideration during the review process.

Aggrieved persons whose interests are substantially affected by the permit issuance may appeal the permit in accordance with Section 407, Appeals, of the Pasco County Land Development Code.

If you are a person who needs any accommodations in order to participate in the appeal proceeding, you are entitled to have certain assistance provided to you at no cost. Within two working days of your receipt of this notice, please contact the Personnel Department, West Pasco Government Center, 8731 Citizens Drive, Suite 330, New Port Richey, FL 34654; (727) 847-8103 in New Port Richey; (352) 521-4274, Ext. 8103 in Dade City; or via 1-800-514-0383 if you are hearing impaired.