**MM/DD/YYYY** (The invitation must be mailed a minimum of 10 days prior to the scheduled neighborhood meeting.)

Dear Neighbor,

Prior to the submittal of a development application, the City of Boise’s development code requires a meeting between the applicant and neighbors. A Neighborhood Meeting is intended to allow residents, property owners, businesses, and organizations in the area surrounding a proposed development an early opportunity to learn about the project details and to provide feedback to the applicant before significant resources have been expended on project design and engineering. This is not a public hearing, and public officials will not be present.

When

**Date and time of meeting***(The meeting shall be a minimum of 10 days after the invitation is mailed. Hand deliveries shall not be used as a substitute for mailed notice. The meeting must be held Monday through Thursday, excluding holidays, and shall start between 6:00 p.m. and 8:00 p.m.)*

Where

**Location/address of meeting location** *(The meeting must be located in a finished, climate-controlled structure near the project site in a venue that is accessible to persons experiencing mobility impairments and vision impairments.)*

Who

**Name**

**Address**

**Telephone Number**

**Email Address**

If you have questions about the meeting or proposed development project, please contact the representative of the proposed development.

Project Description

This project is located at **address and parcel number** *(Insert the address and parcel number of the site)***.** This proposed project is **description of the proposed project** *(provide a detailed description of the development proposal.)* **The applications being submitted to the city are** *(list applications being submitted for submittal).* A site plan and/or drawings of the project is also included with this invitation.

Please note: To track attendance and certify that a meeting was held, a sign-in sheet will be present at this meeting. The applicant will submit this sign-in sheet with their application, which will then be used to notify you of when the application was submitted.

To learn more about the planning process, please visit: www.cityofboise.org/planningprocess where you can review information about neighborhood meetings and the planning review process. To view publicly available documents for this project proposal search **PLNXX-XXXXX** at permits.cityofboise.org.