

Date:

Name and Address of People

We, (Your Name) have before the Ashland Town Board an application for a variance with regard to the set back ordinance of the Town of Ashland. The proposed variance is in reference to the lands on (Street), SBL# which abuts your property.

The Public Hearing for the proposed variance has been scheduled for Monday, (date & time).

The meeting will be held in the Ashland Town Hall, located at 12094 State Highway 23 in Ashland. All interested parties will be heard at that time.

Sincerely,

(Names of Applicants)

DESCRIPTION OF PROPOSED PROJECT:
