



## Neighborhood Meeting Notification Letter

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**Per Edina City Code Chapter 10 Article IV. Sec 110 (5) [in part]:** *Written notification of demolition.* For a demolition permit, at least 15 days before demolition commences, the permit holder must provide written notification to all property owners within 300 feet of the demolition site notifying the property owners of the proposed demolition and building plans, if applicable, and invite them to a neighborhood meeting. The neighborhood meeting must be held at least five days before demolition commences.

The City of Edina encourages the following information to be included in neighborhood notification letters:

1. Your company's name, a primary contact person's name, phone number and email address
2. The neighborhood meeting date, location and time
3. Anticipated demolition and new construction schedule

To assist you, below please find a sample letter:

Dear Neighbor,

Our company, ABC Builders, will be building a new home for the Hanson family at 12345 Merry Way. Soon we will be preparing the site and existing home for demolition.

We would like to share the plans and survey\* with the neighbors and discuss any questions or concerns you may have. We will be available on Wednesday, January 22<sup>nd</sup> at 12345 Merry Way from 4:00 – 5:00 p.m. There will be a full set of plans and a site survey available for viewing at this meeting. Should this meeting time not work with your schedule, you are welcome to contact me and we can schedule an alternate time to meet individually.

Demolition of the existing home will commence in early February and construction of the new home will begin shortly thereafter. Please know we will make every effort to monitor our subcontractors and craftsmen to ensure sensitivity to your neighborhood and maintain a clean job site. The initial stages of construction do require larger vehicles such as a backhoe trailer and cement trucks, so we will be working diligently in trying to prevent parking issues and appreciate your patience during these stages.

We look forward to the opportunity to bring a new family to Merry Way. If you have any concerns or questions throughout the duration of our construction phase, please feel free to contact me at 123-456-7890 or [builder@abcbuilder.com](mailto:builder@abcbuilder.com).

Sincerely,  
*The Builder*  
ABC Builders

**\*Having a copy of the property's survey and house plans available for viewing at the meeting is highly recommended.**