

SAMPLE LETTER TO SURROUNDING PROPERTY OWNERS

(month) (day), (2021)

(addressee from the certified property owners list)
(address)

Subject and Location: W079-009 – Wright-Fish 7 Eleven Major Final Site Plan

Request approval for a major final site plan for the development of a gas station with convenience store and car wash and the associated infrastructure. The 4,496 sq. ft. Convenience store, 980 sq. ft. car wash and 8 fuel pumps are to be constructed on a previously developed approximate 3.5 acre parcel with access to SW Kanner Highway and SE Salerno Road. Included is a request for a Certificate of Public Facilities Reservation.

The project is located on the south east side of the intersection of SW Kanner Highway and SE Salerno Road in Stuart.

Dear *(Property Owner)*:

As a landowner within 500 feet of the property identified above and as shown on the enclosed maps and exhibits, please be advised that the Local Planning Agency and the Board of County Commissioners will conduct public hearings on the subject listed above.

The date, time and place of the scheduled hearings are as follows:

Time and Date: **LOCAL PLANNING AGENCY**

7:00 P.M., or as soon after as the matter may be heard, on
Thursday, October 7, 2021

Time and Date: **BOARD OF COUNTY COMMISSIONERS**

9:00 A.M., or as soon after as the matter may be heard, on
Tuesday, October 19, 2021

Location: Martin County Administrative Center, 2401 S.E. Monterey Road, Stuart, Florida 34996

All interested persons are invited to attend and be heard.

Persons with disabilities who need an accommodation in order to participate in this proceeding are entitled, at no cost, to the provision of certain assistance. This does not include transportation to and from the meeting. Please contact the Office of the ADA Coordinator at (772) 320-3131, or the Office of the County Administrator at (772) 288-5400, or in writing to 2401 SE Monterey Road, Stuart, FL, 34996, no later than three days before the hearing date. Persons using a TTY device, please call 711 Florida Relay Services.

When attending a public hearing, a person may speak during the public comment portion of the public hearing. A person may also participate as an Intervenor. An Intervenor may ask questions of the staff,

applicant and provide testimony. In order to be an Intervenor, a person must qualify to receive mailed notice of the application in accordance with Section 10.6.E, Land Development Regulations, Martin County Code. In addition, an Intervenor must file a form of intent with the County Administrator at least 7 business days prior to the LPA or BCC meeting. No fee will be assessed. If the Intervenor is representing a group/association, he/she must file a letter on official letterhead signed by an authorized representative of the group/association, stating that he/she is authorized to speak for the group. Forms are available on the Martin County website www.martin.fl.us. Any documentation, including all DVD, cd or video cassette tapes intended to be proffered as evidence must be submitted to the Growth Management Department at least 7 business days prior to the LPA or BCC meetings.

If any person who decides to appeal any decision made with respect to any matter considered at the meetings or hearings of any board, committee, agency, council or advisory group, that person will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record should include the testimony and evidence upon which the appeal is to be based.

For further information, please feel free to contact me directly at 772-220-2100 or call the Growth Management Department at 772-288-5495. All written comments should be sent to Pete Walden, AICP, Principal Planner, pwalden@martin.fl.us or 2401 SE Monterey Road, Stuart, FL 34996. Copies of the item will be available from the Growth Management Department. This document may be reproduced upon request in an alternative format by contacting the County ADA Coordinator 772-320-3131, the County Administration Office 772-288-5400, Florida Relay 711, or by completing our accessibility feedback form at www.martin.fl.us/accessibility-feedback.

Sincerely,

Ralph H. Parks

Attachments: Location Map
Final Site Plan