

**THE SMOKE RISE CLUB
ARCHITECTURAL & VARIANCE COMMITTEE
RESIDENT NOTIFICATION PROCEDURE**

RESIDENT NOTIFICATION LETTER:

For all projects, the applicant is required to give notice by Certified Mail or Hand Delivered Letter (indicating receipt by property Owner (“Resident”)) to all property Owners within 200 feet of the applicant's property lines. Property owner's names should be obtained from the Smoke Rise Club office.

No email notification is allowed as of this writing.

Such notification letter must contain a clear and accurate description of the Work that is being applied for. The notification letter must also inform the receiver/resident that they may review the application and plans at the Smoke Rise Club business office and have 10 days from the date of the notification letter to provide any comments or objections to the AVC for consideration in the approval process. We have provided a sample letter which you may use.

The notice must provide that all comments are to be mailed directly to the AVC at the Smoke Rise Club office. If a resident raises an objection, the AVC will review the objection prior to approval. All plans for review will be available for viewing at The Smoke Rise Club office located at 9 Perimeter Road during business hours or at another time mutually agreeable with the requesting Resident and a member of the AVC.

See the sample Notification letter.

3/22/2010

DATE

CERTIFIED MAIL

PROPERTY ABUTTER RESIDENT NAME AND ADDRESS

**RE: YOUR PROJECT INFORMATION
(IE, SMITH AT 100 NORTH ROAD FENCE INSTALLATION)**

DEAR ABUTTER NAME:

WE ARE THE (YOUR NAME HERE) RESIDING AT (YOUR ADDRESS).

**WE ARE PLANNING TO (BRIEF DESCRIPTION OF YOUR PROJECT).
PLEASE FIND AN ATTACHED SITE SURVEY SHOWING THE LOCATION OF
THE PROPOSED PROJECT.**

**WE WOULD BE HAPPY TO REVIEW THESE PLANS WITH YOU PERSONALLY
OR ANSWER ANY QUESTIONS YOU MIGHT HAVE WITH REGARD TO HOW
OUR PROJECT WILL AFFECT THE NEIGHBORHOOD.**

**PLEASE NOTE THAT OUR PROPOSED PLANS WILL BE AVAILABLE FOR
VIEWING AT THE SMOKE RISE CLUB OFFICE. YOU HAVE 10 DAYS FROM
THE DATE OF THIS LETTER TO SUBMIT ANY COMMENTS IN WRITING
REGARDING THIS PROJECT TO THE ARCHITECTURAL & VARIANCE
COMMITTEE WITH A COPY TO OURSELVES.**

SINCERELY,

YOUR NAME

**CC: SMOKE RISE CLUB AVC
ATTACHMENT: SITE SURVEY AND ASSOCIATED PROJECT DETAILS**