

Appendix B
Sample Notification Letter

SAMPLE NOTIFICATION LETTER

DATE

Property Owner(s) Name
Property Address

Subject: Right-of-Way Abandonment

Dear _____,

In accordance with the City of Milton's Right-of-Way Abandonment Ordinance, the Home Owner Association has formally requested the City of Milton to abandon the following rights-of-way:

(Insert all road names associated with this application)

Please allow this letter to serve as the formal notification of the request to abandon the right(s)-of-way.

The Home Owner Association is providing financial statements of assets to ensure solvency by fully understanding the future costs associated with this decision. At this time it is anticipated by the Home Owner Association that the annual dues will increase by \$_____ per month to cover normal maintenance and capital costs associated with this request.

The Home Owner Association and all affected land Owners understand that in the event the subdivision no longer wants the roads to be private, the City will not entertain a request to accept the roads, stormwater facilities, sidewalk and other utilities as public facilities for at least five (5) years after the roads are approved by the City Council as private roads. At which time the roads and facilities must be brought to current city construction standards for consideration of the dedication to the city.

The public hearings are currently scheduled for:

(Insert Public hearing Dates)

If you need any additional information please contact me by phone at **PHONE NUMBER**, by email at **EMAIL ADDRESS**, or by mail at **MAILING ADDRESS**.

Sincerely,

NAME

Home Owner Association