SAMPLE LETTER

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2016

Town Council Members

Building Commissioner Larry Wall

Building Commission Members Byvoets, Jogmen, and Lemay

(All c/o Peter Byvoets at peterbyvoets.LB@gmail.com)

Town of Long Beach

2400 Oriole Trail

Long Beach, Indiana 46360

**Re: Request for Public Notice and Evening Building Commission Meetings on**

 **Building Permits Pertaining to Construction on the Beach**

**Dear Town Council Members, Commissioner Wall and Building Commission Members:**

As a resident of the Town of Long Beach, I am very concerned about construction on the Lake Michigan beach in sensitive dune, “flood plain” and “flood prone” areas. Construction activity and new structures in these sensitive areas may accelerate erosion, cause pollution, and deprive Long Beach residents of the use of the public beach.

I believe it is the Building Commission’s duty to protect our beaches from adverse construction impacts and to hear from all residents of the Town, not just the developers, before approving Building Permits in these sensitive areas.

By this letter, I request that the Building Commission do the following at least 30 days prior to approving any Permit Application for construction of a structure on the Lake Michigan beach:

1) Post on the Town website a Public Notice of the receipt of the Permit Application;

2) Make the full Permit Application, with all supporting materials, available for public inspection; and

3) Hold at least one Building Commission meeting in the evening to take public comment on any such Permit Application.

I also ask that I be added to the Notice List for any such Permit Proceedings.

Thank you,

[PRINT YOUR NAME AND ADDRESS]