

(Senders name and contact information)

Date

Name

Address

City, St. Zip Code

**RE: PETITION TO REQUEST THE TOWN COUCIL TO IMPROVE _____
_____ IN SUNSET BEACH, NORTH CAROLINA**

Dear Property Owner:

You are receiving this letter because you own property along _____ located in Sunset Beach, North Carolina. Several property owners are circulating a petition for signatures to request improvements of _____ on _____ St., Rd., Ln, Ave.

The petition is the first of many steps in the process of this request. If you support improving _____ by _____, and understand that the affected property owners will be assessed 100% of the associated cost, please sign and return the enclosed form to:

(Your Name)
ATTN. _____ Petition
Your Address.

Once the petition has been examined and certified by the Town Clerk, the Town Council will direct the Town Administrator to obtain an estimate of the total cost of the street improvements project. When the costs estimates are received, the Town Council will consider the availability of funds for the street improvements, the degree of development along the street and may approve the project. When the Town Council decides to finance the project by special assessment, it will follow the required Street Improvements Procedures as outlined in NC General Statutes, Article 10, Special Assessment 160A-218 through 160A-235 which includes notifying the property owners of the costs estimate.

If you have questions or concerns please contact me at (your phone number) or email me at (your email).

Thank you,

(your name)