

GOOD NEIGHBOUR CONTACT LETTER

Date _____

Dear Neighbour,

Regarding development at: _____

I would like to take this opportunity to introduce myself and my company to you (see business card attached below). We are the general contractors for the new development soon to be under construction in your neighbourhood. The purpose of this letter is to inform you about this project and to give you an opportunity to contact us now or during construction if you have any questions or concerns.

The project will include:

The plans of the proposed building(s) have been reviewed by the Municipality for compliance to the Zoning Bylaw and Building Code.

The following estimated dates are provided for your information; dates may change without notice:

Demolition of existing structure: _____

Completion of construction: _____

During demolition and construction we suggest that you advise any children in your household to take care when near the site and to not venture on to the site at any time. As general contractors, we will do our best to make sure that the construction work causes the least possible disruption to you and the neighbourhood. If you have any questions about this construction project, please phone me. If I am not available, leave your name and phone number and I will return your call as soon as possible. I look forward to meeting you during the course of construction.

Sincerely,

