

Date

Dear Neighbors,

We are planning to keep (indicate type of animal and number of animals) at our property and need to comply with the Local Board of Health Animal Keeping Regulations in order to obtain a permit. (If you wish, you could include some information regarding why you are pursuing an animal keeping permit).

This letter serves as a notification that you are an abutter. As an abutter of our property, I would like to let you know, that we are requesting to keep (indicate number) of (include type of animal)(indicate location on your property). In order to obtain a permit with the town, the Board of Health will need to review and approve our application at a public meeting at the town building on (include DATE and time of the meeting-must obtain from the Health Dept for next available meeting). If you would like to attend the meeting the agenda will be posted on the town website, 48 hours before the meeting, and the meeting room location will be posted in the town building. The meeting will likely also be offered on zoom and a link will be provided to view the meeting.

I am requesting the following variances from the Board of Health Animal Keeping Regulations: (list all variance requests including offset distance variances to the abutting dwelling address if any)

-OR-

The application I have provided to the Health Department meets the Board of Health Animal Keeping Regulations and no variances are being requested.

Enclosed is a plan that shows the location of the animal shelter, fencing and offset distances to abutting dwellings (indicate what type of animal shelter is being used for the animal, attach photos and show location of where waste will be kept/stored).

If you have any questions or concerns, do not hesitate to contact me.

Sincerely,

Name

Cell:

Email: