

**EXAMPLE**

**[DATE]**

**Re: [TITLE OF REPLAT]**

Dear Property Owner:

A replat request to **[PURPOSE OF REPLAT]** has been requested for **[SUBDIVISION NAME, PHYSICAL ADDRESS, and/or LEGAL ADDRESS]**. Pursuant to Chapter 212 of the Texas Local Government Code and Chapter 25, Section 25-39 of the City of Rosenberg Code of Ordinances, a public hearing must be held before the commission or city council on all residential replats when the previous plat has not been vacated.

In accordance with the Code of Ordinances, Section 25-39, **a Public Hearing will be held at the City of Rosenberg Planning Commission on [DATE OF MEETING] at 5:00 p.m. at the City Hall Council Chamber located at 2110 4<sup>th</sup> Street.** All persons interested in the proposed Replat shall be given an opportunity to be heard. A vicinity map is attached and details of the Replat may be obtained by contacting the Planning Department at 832-595-3500.

Sincerely,