

**Noticing Template**



**PARDON OUR NOISE**

Dear Neighbor,

On [DATE] and [TIME], an activity will take place in the vicinity of [ADDRESS]. This activity has been determined to have a public benefit by the City of Shoreline. [IF CONSTRUCTION RELATED, STATE REASON (ex. to minimize traffic impacts)].

This activity will be [# DAYS] day(s) only and will occur from [TIME START] to [TIME END]. The activity has been permitted by the City of Shoreline, conditioned with measures to mitigate noise to the maximum extent possible.

If you have any questions, please call or email the contacts below.

Thank you,

[PRIMARY CONTACT]  
[PRIMARY CONTACT TITLE]  
[PRIMARY CONTACT EMAIL]  
[PRIMARY CONTACT PHONE]

[SECONDARY CONTACT]  
[SECONDARY CONTACT TITLE]  
[SECONDARY CONTACT EMAIL]  
[SECONDARY CONTACT PHONE]