

Your Address

Date

Mr. Daniel Scissons, CAO/Clerk
Town of Petawawa
1111 Victoria Street
Petawawa, ON K8H 2E6

Dear Mr. Scissons:

This letter is to express my intent on purchasing ___ acres of land in the Town of Petawawa Industrial Park. I am interested in a parcel with a ___ metre frontage noted as Lot ___ on Industrial Avenue as indicated on the enclosed sketch. A draft preliminary site plan is enclosed for your information. I am prepared to offer _____ per acre for the proposed parcel of land, to be determined by survey.

My intention is to develop this property fordescribe the proposed development in detail. The following items should be covered in this section of your letter:

- proposed usage of the land
- description of the proposed development, ie number and size of buildings, parking spaces, landscaping features.....
- time frame for development – a building must be constructed within one year from the date of transfer of the lands and completed within 24 months.

I understand that this letter and attached preliminary site plan will be presented to Council at a closed meeting.

I look forward to your response to this request.

Sincerely,