

# Development Project Public Meeting Flyer Example

Please note, this document is not a template. It is to be used as guidance for developers who are required to create a residential neighbor notification meeting flyer.

Image that shows the size and scale of the proposal (like a rendering or elevation drawing)



Title of meeting → **Residential Neighbor Notification Meeting**

Project address → **123 Main Street**

\*Date of meeting → **Thursday, March 6, 2025**

\*Time of meeting → **6:30 – 7:30 p.m.**

\*Location of meeting → **Location**

\*How to attend the meeting.

If remote or hybrid include meeting URL/link

Project webpage or online information, if available.

**Community Center**  
123 Main Street  
Cambridge, MA 02139

Hybrid meeting online via Zoom.

Dial-in phone: +1 234 567 8901

Password: 123456789

You can register here:

[www.projectname.development.org](http://www.projectname.development.org)

Contact Developer Inc at [info@developerinc.org](mailto:info@developerinc.org) or 123-456-7890

\*Contact information (telephone and e-mail, at minimum)

## Updates and Open House

Developer Inc is holding a meeting for neighbors of 123 Main Street to provide information on a proposed development. The proposed building will be four stories tall and will contain eight residential units. Neighbors are invited to join our meeting in person or online to ask questions and share feedback.

Meeting purpose title followed by a \*project description

\* Starred items must be included to meet the City of Cambridge's Zoning Ordinance regulations