##

[DATE]

Darren Schibler

Chittenden County Regional Planning Commission

110 West Canal Street

Suite 202

Winooski, VT 05404

dschibler@ccrpcvt.org

RE: [MUNICIPALITY NAME]’s Application for a Community Tree Planting Grant

Dear Darren,

The [MUNICIPALITY NAME] is pleased to submit an application for a Community Tree Planting Grant, which will enable us to [INSERT PROJECT DESCRIPTION].

This project will advance the [MUNICIPAL COMPREHENSIVE PLAN] by [DESCRIBE HOW PROJECT ADVANCES PLAN, INCLUDING WHETHER PROJECT IS LOCATED IN A STATE-DESIGNATED PLANNING AREA].

The [MUNICIPAL AUTHORIZING BODY OR OFFICIAL] confirms permission to plant trees on municipal property.

[optional]

In addition, the [MUNICIPALITY NAME] authorizes the [REGIONAL PLANNING COMMISSION NAME] to act as the grant administrator and fiscal agent for this project as noted in the attached letter of support.

Thank you for your consideration,

[SIGNATURE]

[MUNICIPAL AUTHORIZING OFFICIAL NAME]