| greytabGroup Name: *Type Group Name Here* |
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| The Property Owner Support Letter is a letter (or email) from the property owner(s) which confirms that they support your proposal to create a pollinator garden at each of your proposed garden locations. If you are proposing multiple gardens that span more than one site (i.e. multiple addresses), ensure that property owner support has been obtained for each such site (i.e. as they are different addresses, they likely have different property owners). **Support letters are not required for gardens proposed in City parks on the** [*Pre-Approved City Parks List*](https://docs.google.com/spreadsheets/d/1VfjEBrC87XxF3JLxhwkBpk08m_b-ictiI6HPqYaejyA/edit).You may use this template to help draft your property owner support letters. Please replace all the highlighted fields below with the appropriate information and then remove the highlighting.**For gardens proposed on school grounds**: the support letter must come from the principal. When drafting a support letter for these gardens, please replace the first sentence of the letter as follows: *"I, [Name of Principal], as the principal of [Full Name of School], located at [Property Address - Street # Street Name, Toronto, ON Postal Code], confirm my support for [Group Name] to create and maintain a pollinator garden at our school."***For gardens proposed on City boulevards**: the support letter must come from the adjacent property owner(s). When drafting a support letter for these gardens, please replace the last phrase in the first sentence of the letter from *"pollinator garden on my/our property"* to *"pollinator garden on the City boulevard adjacent to my/our property"*.**Save this document and upload it as an attachment to complete *1. Property Owner Support Letter(s)* for Part E in the application form. If you have multiple property owner letters and are unable to upload all of them in Part E, please submit the rest by email to** **pollinateTO@toronto.ca** **after submitting your application.**Alternatively, the respective property owners can send you emails drafted in the same format as shown below. These emails can be forwarded directly to pollinateTO@toronto.ca after submitting your application. For emails, a signature is not required. |
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| [Month Day], 2022PollinateTO Grants ProgramEnvironment and Climate DivisionCity of TorontoRe: PollinateTO Application for [Group Name]Dear PollinateTO Program Manager:I/We, [Property Owner(s)' Name(s)], as the property owner(s) of [Property Address - Street # Street Name, Toronto, ON Postal Code], confirm my support for [Group Name] to create and maintain a pollinator garden on my/our property. If you have any questions regarding this correspondence, please feel free to contact me/us at:[Name(s) of Property Owner(s)][Mailing Address of Property Owner(s) – Street # Street Name][City, Province] [Postal Code][Phone Number] | [Email Address]Sincerely,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Name of Property Owner providing Signature above] |
| Tip: We accept electronic and handwritten signatures. To facilitate electronic signing, please save your letter(s) in PDF format. Property owners can use the free [Adobe Acrobat Reader DC](https://www.adobe.com/ca/acrobat/pdf-reader.html) or another digital document signing application / service to sign the letter(s).When a letter is signed by hand, please scan the signed letter OR take a legible photograph of it for submission. |