

Response Letter



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

October 19, 2011

VIA ELECTRONIC MAIL

Mr. Josephus Chaplin Sr.
Commander
American Legion Post 168
803 Emma Street
Key West, Florida 33040

**RE: Application for Tax Increment Appropriation
Restoration of American Legion Post 168
Notification of Denial**

Dear Mr. Chaplin:

The City is in receipt of your timely submitted application for funding for the American Legion Post 168. Staff has conducted a review of the application the application has been determined to be insufficient due to lack of submitted information and materials. Further, the required pre-application meeting with the Planning Department and Historic Preservation Department was never conducted as stated on page 3 of your application.

We look forward to hearing from your organization in future funding cycles. A meeting with staff well in advance of future application submittals should help alleviate any confusion regarding the materials required for a complete application package.

Please do not hesitate to contact me with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Donald Leland Craig", is written over a horizontal line. The signature is stylized and somewhat abstract.

Donald Leland Craig, AICP
Planning Director

Xc: Mark Finigan, Assistant City Manager
Shawn Smith, City Attorney
CRA Files