



Neighbor Notification

When is Neighbor Notification Required?

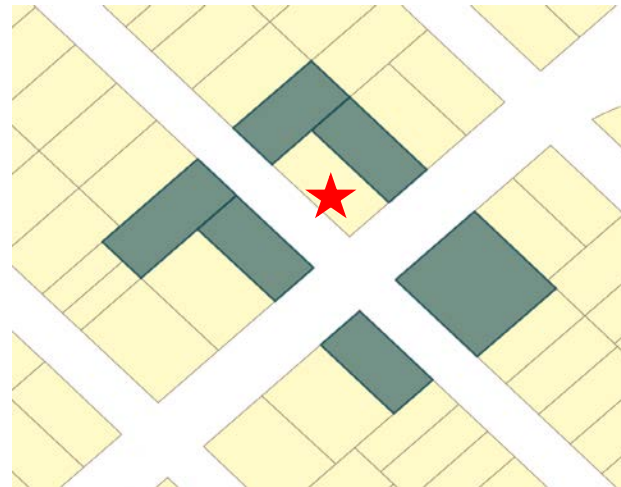
- New single-family homes
- Second story additions to existing single-family homes

Who Needs to Be Notified?

Adjacent property owners and tenants must be notified of the project prior to application submittal. Examples of “adjacent” are shown on the sample maps below –any property that shares a property line, a corner, or is across the street from the subject property should be notified. For properties with more than 5 units on a single site, notice to the property manager and property owner may be sent in lieu of individual notification to each tenant.



Example A – Interior Lot



Example B – Corner Lot

★ Subject Property
Shaded properties must be sent a notice

How Do I Notify Them?

A template letter for Notice of Application can be used for property owners and tenants to acknowledge notification (see reverse). That letter and a copy of the proposed plans should be sent. If you can't get in touch with your neighbor, you must send, via certified mail, a copy of the Notice and the project plans. Submit receipts of the certified mail copy with your application for an Architectural Permit.

Notice of Application to Expand a Neighboring Home or Construct a New Home

Owner Name(s):	
Address:	
Description of the Proposed Project:	

This notice and a copy of the plans have been provided to me as a courtesy and I have reviewed the plans relating to the project described above.

Neighbor's Name: _____

Neighbor's Address: _____

I am a Property Owner Tenant

Signature

Date

This is a suggested format for the required notice to neighboring property owners and residents.