



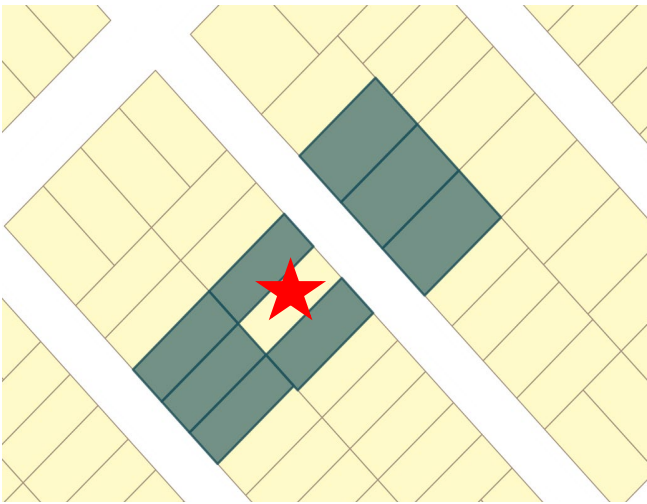
# Neighbor Notification

## When is Neighbor Notification Required?

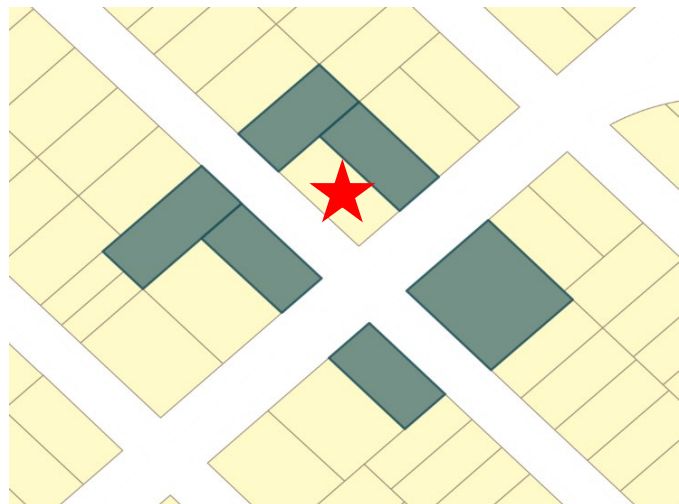
- New 2-story single-family homes, duplexes, triplexes, and accessory dwelling units
- Second story additions for existing single-family homes, accessory dwellings, duplexes, and triplexes

## Who Needs to Be Notified?

Adjacent property owners and/or 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 and a copy of proposed plans

## How Do I Notify Them?

A Notice of Application (see reverse) and a copy of the proposed plans should be shared with property owners and tenants and signed to acknowledge notification. If the owner lives at a different address, you must notify the owner via certified mail and send a Notice of Application and a copy of the proposed plans. Submit all signed Notice of Applications and the receipts of the certified mail with your application for an Architectural Permit.



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

**Review Timeline.** Within thirty (30) days of application submittal and fee payment, the Director shall determine whether an application is complete. If the application is incomplete, the Director shall provide written notification to the application listing the information or fees necessary to complete the applications. After an application is deemed complete, a decision shall be made on the permit application. Neighbor notification is required prior to application submittal. ([Section 41.3 of the Zoning Code](#)).

**Appeals Information.** Any affected person may appeal a decision within fifteen (15) days of the Zoning Administrator or Planning Commission action. See 'Appeals on Planning Decisions' form or contact the Planning staff for more information ([Section 41.7 of the Zoning Code](#)).

<b>Owner Name(s):</b>	
<b>Address:</b>	
<b>Description of the Proposed Project:</b>	

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:** \_\_\_\_\_

**Neighbor's Email (optional):** \_\_\_\_\_

- I am the  **Property Owner**       **Tenant**  
I am  **Interested** – Please keep me updated on the project  
 **Not interested** – Please do not update me on the project

\_\_\_\_\_  
**Acknowledgement Signature**

\_\_\_\_\_  
**Date**

*This is a required format for the required notice to neighboring property owners and residents. This form is for informational purposes only and does not suggest approval of the project.*