



City of Tigard

COMMUNITY DEVELOPMENT DEPARTMENT

Request for 500' Property Owner Notification

Property owner information is valid for three (3) months from the date of your request. Contact staff member Joe Patton: 503-718-2714 or joep@tigard-or.gov.

Project name: _____

Staff planner you are working with: _____

Name of contact person: _____

Name of company: _____

Phone: _____

Email: _____

Please indicate all map and tax lot numbers that are included in your project (i.e. 1S134AB00100) or the addresses for all project parcels below. **If more than one (1) tax lot or if the parcel has no address, you must separately identify each tax lot associated with the project.**

FOR STAFF USE ONLY			
Date Request Processed:			
<u>NEIGHBORHOOD MEETING LABELS</u>			
	# of sheets	cost each	sets
<i>Property owners within 500 feet & interested parties:</i>		\$2.00	\$
<i>Generate list:</i>	-	-	\$11.00
			TOTAL: \$
<u>LAND USE ENVELOPES</u>			
	# of envelopes	cost each	sets
<i>Property owners within 500 feet & interested parties:</i>		\$0.13	\$
<i>Generate list:</i>	-	-	\$11.00
			SUBTOTAL: \$
<i>Postage:</i>		\$0.	\$
			TOTAL: \$

REQUEST (only check one):

One (1) set of labels for notification of neighborhood meeting.

After submitting your land use application to the city, the project planner will review your application for completeness and you will be notified by means of a completeness review letter. Please indicate what the completeness letter indicates you need:

Land use case number: _____

Type II TWO sets of envelopes

Type III or Type IV one set of envelopes (*a second set may be required if the decision is appealed*)

The contact person listed above will be notified of the amount to pay at the front counter in the Permit Center once the request is processed. A printed list of all property owners within 500 feet and interested parties will be provided at time of payment. Upon request, a PDF copy is available via email.