

CITY OF TIGARD

COMMUNITY DEVELOPMENT DEPARTMENT
 PLANNING DIVISION
 13125 SW HALL BOULEVARD
 TIGARD, OREGON 97223

PHONE: 503-639-4171 FAX: 503-718-2748 (Attn: Patty/Planning) EMAIL: patty@tigard-or.gov



REQUEST FOR 500-FOOT PROPERTY OWNER MAILING LIST

Property owner information is valid for 3 months from the date of your request

INDICATE **ALL PROJECT MAP & TAX LOT NUMBERS** (i.e. 1S134AB, Tax Lot 00100) **OR THE ADDRESSES FOR ALL PROJECT PARCELS BELOW:**

(If more than 1 tax lot or if the parcel has no address, you must separately identify each tax lot associated with the project.)

PLEASE BE AWARE THAT ONLY 1 SET OF LABELS WILL BE PROVIDED AT THIS TIME FOR HOLDING YOUR NEIGHBORHOOD MEETING. After submitting your land use application to the City, and the project planner has reviewed your application for completeness, you will be notified by means of an incompleteness letter to obtain your 2 final sets of labels. **IF YOU HAVE BEEN NOTIFIED BY PLANNING TO OBTAIN YOUR LABELS, PLEASE INDICATE BELOW THAT YOU NEED 2 SETS OF LABELS.**

Completeness Letter Received Indicating 2 Sets of Envelopes w/Affixed Address Labels Required

The 2 final sets of labels need to be placed on envelopes (**no self-adhesive envelopes please**) with first class letter-rate postage on the envelopes in the form of postage stamps (**no metered envelopes and no return address**) and resubmitted to the City for the purpose of providing notice to property owners of the proposed land use application and the decision. The 2 sets of envelopes must be kept separate. The person listed below will be called to pick up and pay for the labels when they are ready.

NAME OF CONTACT PERSON: _____ PHONE: (____) - ____ - _____
 NAME OF COMPANY: _____ FAX: (____) - ____ - _____
 EMAIL: _____

This request may be emailed, mailed, faxed, or hand delivered to the City of Tigard. Please allow a 2-day minimum for processing requests. Upon completion of your request, the contact person listed will be called to pick up their request that will be placed in "Will Call" by the company name (or by the contact person's last name if no company) at the Planning/Engineering Counter at the Permit Center.

The cost of processing your request must be paid at the time of pick up, as exact cost can not be pre-determined.

PLEASE NOTE: FOR REASONS OF ACCURACY, ONLY ORIGINAL MAILING LABELS PROVIDED BY THE CITY VS. RE-TYPED MAILING LABELS WILL BE ACCEPTED.

Cost Description:

\$11 to generate the mailing list, plus \$2 per sheet for printing the list onto labels (20 addresses per sheet). Then, multiply the cost to print one set of labels by the number of sets requested.

- EXAMPLE -	- COST FOR THIS REQUEST -
4 sheets of labels x \$2/sheet = <u>\$8.00</u> x 2 sets =	_____ sheet(s) of labels x \$2/sheet = \$____ x _____ sets = _____
<u>1</u> sheets of labels x \$2/sheet for interested parties x <u>2</u> sets =	_____ sheet(s) of labels x \$2/sheet for interested parties = \$____ x _____ sets = _____
GENERATE LIST = \$11.00	GENERATE LIST = \$ 11.00
TOTAL = \$31.00	TOTAL = \$ _____