



# Request for 500' Property Owner Notification

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Submit the completed form to the staff planner you are working with.  
Request forms are valid for three (3) months after the date processed.

Staff planner you are working with: \_\_\_\_\_

Project name: \_\_\_\_\_

Company name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

For **EACH** project parcel, list the map and tax lot number (12 alphanumeric characters, i.e. 1S134AB00100):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUEST FOR** (only check one):

*Includes property owners within 500 feet and citywide interested parties.*

**NEIGHBORHOOD MEETING**  
(Applicant will be provided a spreadsheet  
with mailing addresses)

**NOTICE OF APPLICATION**  
**Land use case number:**

\_\_\_\_\_