

Mail Notice Information Sheet

Certified Mail Notice to Property Owners

A certified mail notice to surrounding property owners within 500 feet of an applicant's property is required by the land development code. As a part of the application information the planning department will need the information below to draft a notification letter to the surrounding property owners. The planning official will provide the notification letter that the applicant is to certify mail to all of the surrounding property owners within 500 feet of the subject property. It is the responsibility of the applicant to accomplish the mailing of the letter and provide the certified list and mail receipts to the planning department no later than 30 days prior to the public hearing date.

Process for Obtaining Certified Mail List

In order for the applicant to obtain an accurate certified mail list from the property appraiser's office the planning department has provided the following checklist of information that the appraiser's office will need.

1. Request a list of surrounding property owners within a distance of 500 feet of the subject property.
2. Current Warranty Deed showing ownership of the subject property. Name(s) address, phone numbers of property owner(s).
3. Survey of property.
4. Size of property in acres.
5. The subject property parcel identification number assigned by the property appraiser's office.
6. The current date for which the property owners list is to be certified. Not the January 1, date that the property appraiser uses for that purposes.
7. The date by which the applicant wants to receive the certified list from the property appraiser. Please allow more than one day turn around.

Using the above information the property appraiser's office will provide the applicant with a certified list of surrounding property owners within 500 feet of the applicant's subject property.

The applicant will be responsible for certified mailing the letter provided by the planning department to the property owners on the property appraiser's certified list. The applicant is to provide a copy of the property appraiser's certified list together with a receipts that correspond to each the names on the list to the planning department no later than 30 days prior to the public hearing date. This information will be placed in the applicants file for public record. This material will be provided t the appropriate planning commission and board of county commission agenda packet for their review prior to the applicant's public hearing.