



# SURROUNDING PROPERTY OWNER MAILING FOR PUBLIC NOTICE AFFIDAVIT FORM

Surrounding Property Owner Notification (i.e., the mailing) is required at least fourteen (14) days prior to any required public hearing or final decision regarding an application. Applicant shall submit this Affidavit to the Community Development Director no later than eight (8) days prior to the required public hearing or final decision confirming such notification has been provided. Review of any application requiring public notice will be delayed in the event this Affidavit is not received.

I, \_\_\_\_\_ (affiant’s name), as the Applicant or representative of the Applicant for \_\_\_\_\_ (project number, i.e., PLN), do hereby swear and aver that to my own personal knowledge the following is true:

1. Applicant has given notice of (circle one) **Public Hearing Date(s)** or **Final Decision Date** to all surrounding property owners pursuant to the requirements of the Unified Development Code § 5-B-8, *Public Notice Requirements*.
2. Surrounding properties were identified as all parcels with any part of their perimeter within 300 feet of the perimeter of the property which is the subject of the Application.
3. Applicant completed mailing to all surrounding properties on \_\_\_\_\_ (date), a date at least fourteen (14) days prior to public hearing or final decision date.
4. Notices sent included the information required by § 5-B-8 of the Unified Development Code.

\_\_\_\_\_  
Affiant signature

STATE OF \_\_\_\_\_ )  
 ) ss.

COUNTY OF \_\_\_\_\_ )

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_, the Affiant.

Witness my hand and official seal.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public