Change in Notice Procedure
Effective July 1, 2011

Effective July 1, 2011, the procedure for mailing notices to adjoining property owners will change. This change will ensure a more consistent and timely distribution of notices and will address budget reductions related to postage expenses.

Starting July 1st, DPDS will prepare the notices, but ***the applicant will be responsible for placing notices into the mail-stream***.

Procedures – PDS Staff:

1. Staff will generate and label notices to ensure content is accurate and consistent with applicable policies and regulations.
2. Notices will be prepared in accordance with current notification deadlines.
3. Case managers will contact the applicant (or representative) to let them know notices are ready to be mailed.

Procedures – Applicant:

4. Applicants will continue to produce necessary mailing labels for adjoining property owners (and Neighborhood Notification System registrants where applicable).
5. The case manager must be added to the mailing labels for each notice.
6. The applicant must mail notices via first class mail through the USPS (United Stated Postal Service).
7. An affidavit shall be submitted to the PDS case manager for inclusion in the official record of the case stating that mailing was completed in accordance with this policy and in a timely manner.