

Notice to Adjacent Property Owners

A letter of Notice to Adjacent Property Owners shall be submitted with certain land use applications. Please choose one of the following:

- a. Signed Notification of the Adjacent Property Owners (see attached)
- b. Copy of the certified letter receipts to the Adjacent Property Owners.
- c. Both

(Please refer to the attached handout showing the adjacent property owners required.)

For all Notice to Adjacent Property Owners, the following information is required:

1. Please begin your letter with the following paragraph:

“This letter is being sent to you because (Name of Owner/Applicant/Consultant) is proposing a land use project in El Paso County at the referenced location (see item #3). This information is being provided to you prior to a submittal with the County. Please direct any questions on the proposal to the referenced contact(s) in item #2. Prior to any public hearing on this proposal a notification of the time and place of the public hearing will be sent to the adjacent property owners by the El Paso County Planning Department. At that time you will be given the El Paso County contact information, the file number and an opportunity to respond either for, against or expressing no opinion in writing or in person at the public hearing for this proposal.”

- ___ 2. For questions specific to this project, please contact:
Owner/applicant and consultant,
addresses and telephone numbers.
- ___ 3. Site address, location, size and zoning.
- ___ 4. Request and justification.
- ___ 5. Existing and proposed facilities, structures, roads, etc.
- ___ 6. Waiver requests (if applicable) and justification.
- ___ 7. Vicinity Map showing the adjacent property owners.

Notification of Adjacent Property Owners

Name and Address of Petitioner(s): _____

Telephone #'s: _____

Description of Proposal: _____

A list of adjacent property owners may be acquired from the County Assessor's office. If adjacent property owners cannot be reached in person, the applicant must send an Adjacent Property Owner Notification letter by certified mail and provide, as part of the submittal, a copy of the letter sent and a copy of each receipt.

The undersigned, being an adjacent property owner, has read the above notification. I understand I may appear in person at the advertised public hearing to further express my comments.

Date	Owner (Yes or No)	Name (Signature) and Address	Comments

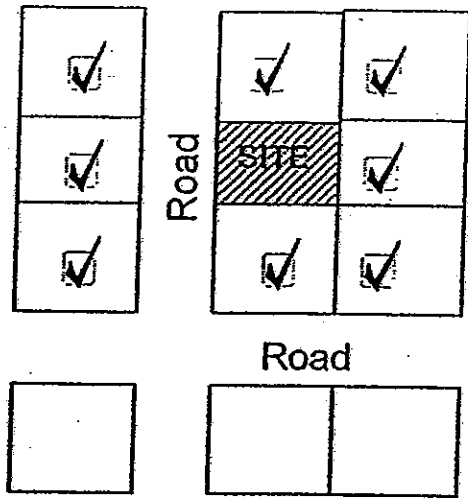
(For additional space, attach a separate sheet of paper)

Above are the signatures of the adjacent property owners who own the property described after their names or who are located as indicated (e.g. north of the subject property). I hereby acknowledge that the information provided within this notification is correct.

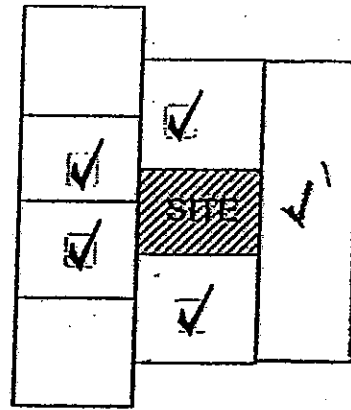
_____ date _____
(Signature of Petitioner or Owner)

_____ date _____
(Signature of Petitioner or Owner)

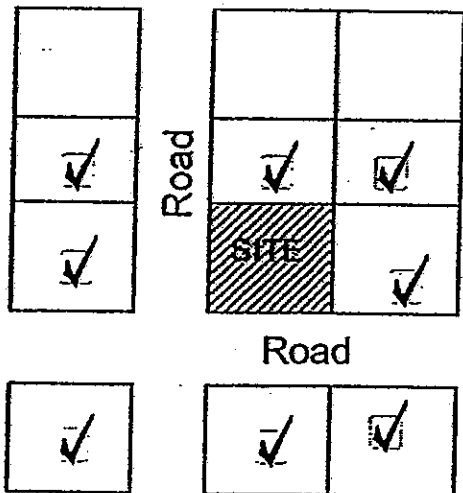
Notification of Adjacent Property Owners



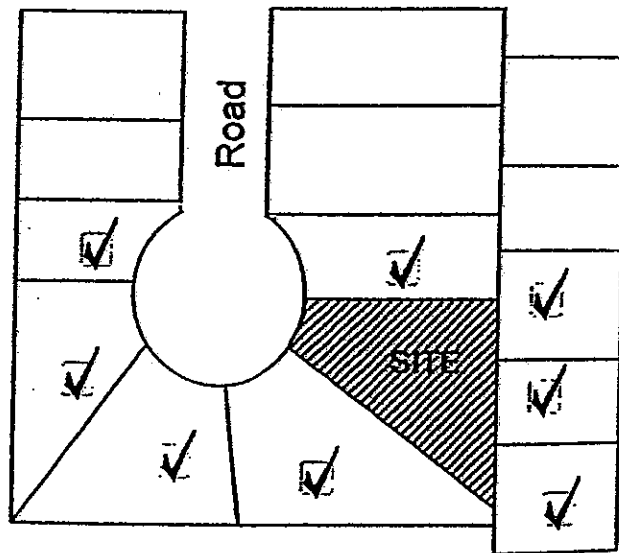
Example 1



Example 2



Example 3



Example 4