

Guidelines for Providing Notification under Love Our Neighborhoods.

There are two circumstances under Love Our Neighborhoods which require official mailings be sent by the applicant. These are for Murals and any Tier 3 project.

In both cases, the Love Our Neighborhoods analyst will provide you with:

- A list of addresses to send your mailing.
- The letter to send.
- An affidavit stating you have done the mailing.

Murals:

Mailed notification of your application is required to be given to all property owners within 250 feet of the mural. This is a legal requirement, and cannot be satisfied purely through community meetings, newsletters, etc., though we still encourage you to let your community know through those channels!

- 1) Once the LON analyst reviews your application for completeness and determines the project is viable, they can provide you with the letter to mail and the list of addresses.
- 2) You will print the letter, address envelopes, and secure postage as necessary. If you utilize a mailing service such as RePro Mail or FedEx, save your receipt and provide that to the analyst along with...
- 3) Your affidavit. This is a document Public Works will provide that you sign stating you have mailed all property owners as required.

That's it! There is a period of time, noted in the letter, for property owners to provide comments. These are typically limited to practical, engineering, and safety-based concerns, not aesthetic judgements.

Tier 3 Projects:

Tier 3 Projects also require a mailed notice, but this is slightly different than for murals. A Tier 3 LON project requires notification of the official hearing at the end of the review process.

Once your project has been reviewed, the LON analyst will work with you to first schedule a hearing date. Then you can send the official notification. Similar to murals, the analyst will provide you with the official hearing order, a list of addresses for mailing, an affidavit, and instructions for posting.

- 1) Once your project is fully reviewed and all documentation is in, the analyst will work with you to schedule a hearing date you can attend.
- 2) The analyst will shuttle through the scheduling and provide you with
 - a. the official hearing order for mailing
 - b. a list of addresses for all property owners within 300 feet of the project site.

- 3) You will print the letter, address envelopes, and secure postage as necessary. If you utilize a mailing service such as RePro Mail or FedEx, save your receipt and provide that to the analyst along with...
- 4) Your affidavit. This is a document Public Works will provide that you sign stating you have mailed all property owners as required.
- 5) You will also be asked to post a copy of the hearing order at the project site. We recommend placing the printed order inside a waterproof sleeve.

For Tier 3 projects, there will be legal deadlines for mailing and posting in relation to the hearing. The analyst will make sure to inform you of all of these.