



Adjacent Owner Awareness Form Information Sheet

Please follow the instructions below in order to complete the Adjacent Owner Awareness Form.

1. Send the most recent Construction Drawings via Certified Mail to the neighbor. (Please be advised that you may not send conceptual plans and that the Certified Mail receipt must be dated). You may obtain the addresses of your neighbors from the Design Review Office.
2. You will need to include the following drawings in the Certified Mail package:
 - a. Site plan (Including building footprint)
 - b. Elevations plan
 - c. Landscape plan
3. The neighbor has 10 days to respond from the date stated on the Certified Mail receipt.

If you have not received a response after 10 days, you will need to present the Certified Mail receipt with the 'sent' date clearly marked to the Design Review Office.

**Design Review Office
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