



Department of Planning and Building Services
380 A Avenue
Post Office Box 369
Lake Oswego, OR 97034
503-635-0270
www.ci.oswego.or.us

MAILING LABEL REQUIREMENTS

Mailing labels are required for all Major and Minor Development applications to comply with the noticing requirements of LOC 50.07.003.3. It is the applicant's responsibility to provide two sets of sticky back mailing labels with the names and addresses of all properties within the applicable notice area. The City uses the mailing labels to send the required public notices to the affected properties. The City also mails notices to the Neighborhood Association in which the property lies as well as all abutting Neighborhood Associations.

INSTRUCTIONS FOR PREPARING MAILING LABELS

1. The notice area for all major and minor development applications is a 300-foot radius around the subject site. A minimum of 50 properties, excluding the subject site and City-owned properties, must be included in the notice area [there is no minimum for Residential Infill Design (RID) applications]. If there are fewer than 50 properties within 300 feet of the site, the notice area must be expanded in 10-foot increments until at least 50 properties are in the notice area. Please note that all properties in the notice area must be included, even if there are more than 50 properties. You cannot pick and choose which 50 properties are included in the notice area. Figure A on the back of this document illustrates the methodology for determining the notice area.
2. The names and addresses for the owner of each property within the notice area must be obtained from the most recent tax assessor's roll, which is updated in late September or early October of each year. An applicant can obtain the property owner information from the County Assessor's Office [please note that Lake Oswego falls within three counties: Clackamas, Multnomah and Washington], or may hire a title company to obtain the information.
3. The property owner name, address, and tax map/tax lot reference must be typed or written on sticky back mailing labels. Be sure that the information for each property is properly aligned on the label and that no information is included below the zip code line. Below is a template and example label.

Tax map/tax lot reference	2 1E 03DC 10000
Property Owner Name	Jane Smith
Address	125 D Avenue Lake Oswego, OR 97034

4. Submit a map illustrating all the properties included in the notice area and provide the date that the property owner information was obtained.

