

# TEMPLATE FOR NOTICE TO THE RECOGNIZED ORGANIZATIONS FOR MAJOR RESIDENTIAL ALTERATIONS/ADDITIONS

**Use this template if you have already submitted the permit application:**

Date of this Notice: \_\_\_\_\_

This email is to notify you that [I/we] have submitted an application for a major alteration or addition for the property located at: \_\_\_\_\_

The date the application was filed: \_\_\_\_\_

General description of the proposed alteration or addition: \_\_\_\_\_ [FOR EXAMPLE: "a 1,200 foot addition to the existing 1,400 square-foot house, which includes adding a second story and enlarging part of the first story."]

As required by Portland City Code section 24.55.210, there is a delay period of 35 days from the date of this notice before work under the permit can begin.

If you have any questions, please contact me at:

[INSERT YOUR CONTACT INFORMATION, INCLUDING NAME, ADDRESS, PHONE NUMBER AND EMAIL ADDRESS]

This email is informational only. You do not need to take any action, and it does not confer any right to appeal issuance of the permit for the project described above.

**Use this template if you have not yet submitted the permit application:**

Date of this Notice: \_\_\_\_\_

This email is to notify you that [I/we] intend to submit an application for a major alteration or addition for the property located at: \_\_\_\_\_

General description of the proposed alteration or addition: \_\_\_\_\_ [FOR EXAMPLE: "a 1,200 foot addition to the existing 1,400 square-foot house, which includes adding a second story and enlarging part of the first story."]

As required by Portland City Code section 24.55.210, there is a delay period of 35 days from the date of this notice before work under the permit can begin.

If you have any questions, please contact me at:

[INSERT YOUR CONTACT INFORMATION, INCLUDING NAME, ADDRESS, PHONE NUMBER AND EMAIL ADDRESS]

This email is informational only. You do not need to take any action, and it does not confer any right to appeal issuance of the permit for the project described above.

**NOTE: 35 Day Delay:** Notifications to Recognized Organizations and neighbors must be sent 35 days prior to the date when the permit is issued. Notification can take place prior to permit application. In addition, you can have your plans reviewed and approved during that 35 day notification period. The permit will not be issued prior to the end of 35 days. Work on the project cannot start until the permit is issued. [LANGUAGE IN THIS PARAGRAPH IS NOT PART OF THE NOTICE; IT IS INFORMATIONAL ONLY.]