



Planning and Community Development  
1812 Main Street, P O Box 257  
Lake Stevens WA 98258  
Phone Number (425) 377-3235

## Public Notice Requirements

1) A **radius map** shall be prepared indicating all properties and their addresses within 300 feet of the project site, as measured from the exterior boundaries of the property involved in the proposed project (all parcels included). The map shall be to scale (with scale) and include a north arrow, property boundaries (lot lines) and street names. (See attached example)

2) Electronic copy (CD or emailed) of all addresses in excel (.xls) format, prepared for property owners of all properties within and touching the radius line, including the subject property. Any properties with multiple unit addresses should receive separate address for each unit for property owners (if owned separately).

3) Property owners' names shall be included on the CD for property owners and shall be based on the most current Snohomish County Tax Assessor information. The names and addresses shall be all capitalized letters with no punctuation as follows:

### ADDRESS EXAMPLE:

<i>Tax Parcel #</i>	<i>Property Owner</i>	<i>Mailing Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
00012345678900	John Smith	456 Maple Ave #B	Lake Stevens	WA	98258

4) Submit a **copy of the mailing list** for the project file.

5) Submit a signed **affidavit of mailing list** with the mailing list indicating that they are true and correct and based upon the most current available data. (See attached affidavit)

### To summarize, the following items must be submitted:

- 1) 300' radius map
- 2) Electronic copy of mailing labels in .xls format (either on CD or emailed to bbeardsley@ci.lake-stevens.wa.us)
- 3) Hard copy of the mailing list
- 4) Signed affidavit of mailing list

**AFFIDAVIT OF MAILING LIST**

I, \_\_\_\_\_, do hereby certify that the mailing list I have  
(Please print)  
provided with my land use application, \_\_\_\_\_,  
(Project Name)  
are true and correct and are based upon the most current available data and have been  
prepared in accordance with the City's Public Noticing Requirements criteria.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**EXAMPLE – 300 FOOT RADIUS MAP**