



GRANITE FALLS

INSTRUCTIONS ON HOW TO COMPILE AN ADJACENT PROPERTY OWNER LIST

1. The City of Granite Falls Unified Development Code (GFC 19.04.080) requires that notification of a proposed action be mailed to property owners and residents within three hundred feet (300'), or five hundred feet (500') when subject property is adjacent to natural resource lands. It is the responsibility of the applicant to provide this information.
2. When submitted to the City of Granite Falls, the adjacent property owners' names and addresses must be typed on the attached grid, in the format shown below. If additional grids are required, it is the applicant's responsibility to photocopy the attached grid. Failure to provide an adequate list may be grounds for rejection of the application.
3. Please include the subject site's property owner name and address and the name and address of the contact person (if different from the property owner) on the mailing list.
4. The required information may be obtained from the Snohomish County Assessor's Office at the County Administration Building, 3000 Rockefeller, 1st Floor, Everett, Washington. For directions, please call the Assessor's Office at (425) 388-3433. The Assessor's office will assist you in identifying property owners, tax I.D. numbers and appropriate addresses.
5. Where a structure on a lot within 300' (500' when adjacent to natural resource lands) is rented or leased:
 - a. If an apartment or condominium building is listed, please provide the name and mailing address of the owner as well as the addresses for each condominium/apartment unit. Each address must be submitted as a separate entry on the grid.
 - b. If the lot is not owner occupied, you must provide the name and mailing address of the lot's property owner as well as the tax I.D. number and address of the property. In other words, if a lot is not owner occupied, you will be submitting two addresses for that lot.
 - c. If the name of occupant is not known, you may type RESIDENT in place of a specific name.

6. If a lot is vacant, you are still required to provide the requisite information for the owner of the property, and address for each lot.
7. Address lists may not be more than six months old.
8. Please provide the information in the following format

Tax I.D.

Owner's Name or RESIDENT

Site Address of Property with Apt./Condo Number

City, State Zip Code

This information must be notarized and submitted together with an application (see attached sheet for notary information).