

City of Edmonds Development Information



Instructions on How to Compile an Adjacent Property Owners (APO) List

1. Edmonds Community Development Code (ECDC) Chapter 20.03 requires that notification of a proposed action be mailed to property owners within 300 feet of any point of the subject property. It is the responsibility of the applicant to compile the mailing list.
2. When submitted to the Planning Division, the adjacent property owners' names and addresses must be typed on 1" by 2-5/8" white mailing labels, in a format comparable with Avery 5160 labels. Failure to provide an adequate list may be grounds for rejection of your application.
3. Please include the subject site's property owner name and address and the name and address of the agent (if any) for 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, Everett, WA. 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. If a lot is vacant, you are still required to provide the requisite information for the owner of the property.
6. Address lists may not be more than six months old.
7. Please provide the information in the following format:

Tax I.D. Number	5466-898-898-8090
Owner's Name	Kathy Jones
Site Address of Property with Apt./Condo Number	546 Third St. #312
City, State Zip Code	Edmonds, WA 98020
8. This information must be notarized and submitted together with your application. (See page 2 of this handout for notary information).

Note: This information should not be used as a substitute for City codes and regulations. The Edmonds Community Development Code (ECDC) may be viewed at www.edmondswa.gov. The applicant is responsible for ensuring compliance with the fees and regulations that are applicable at the time of submittal. If you have a specific question about a certain aspect of your project, please contact the Planning Division at 121 Fifth Avenue North, (425) 771-0220. Please note that other local, state, and/or federal permits or approvals may be required.

ADJACENT PROPERTY OWNERS LIST

Attach this notarized declaration to the adjacent property owners list.

On my oath, I certify that the names and addresses provided represent all properties located within 300 feet of the subject property.

Signature of Applicant or Applicant's Representative

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public in and for the State of Washington

Residing at _____