

# PUBLIC HEALTH SEATTLE &-KING COUNTY

## KING COUNTY SEWAGE REVIEW COMMITTEE (SRC)

Eastgate Public Health Center  
14350 SE Eastgate Way  
Bellevue, WA 98007-6458

### LIST OF OWNERS OF NEIGHBORING PROPERTY

#### Instructions:

As the applicant in a case before the Sewage Review committee, you are responsible for notifying **the owners of all property within three hundred (300) feet of your lot or owners of the nearest fifteen (15) properties, whichever is greater**, using the “Dear Neighboring Property Owner” form letter.

The names and addresses of those owners can be obtained via the internet at <http://www.metrokc.gov/>. Currently, the typical point and click sequence is: **Parcel Viewer→Property Research Parcel Viewer→Advanced Mode (buffering)→Buffer Distance**. Applicants are advised that a mailing address will generally not appear in the case of parcel numbers ending with four identical numbers (e.g. 5555 or 7777). Such parcels cannot be considered part the count for the notification of appeal mailing list. If additional clarification is required, applicants may contact the Assessor’s Office at (206) 296-7300.

**At the minimum**, the following must be sent to each property owner or owner group identified:

- a copy of the “Dear Neighboring Property Owner form letter;
- a copy of your application face page (i.e. indicating the applicants name, parcel number, legal description, etc.) If the legal description of your property or the answers to items 1 or 2 on the appeal cover sheet extends onto other pages, you must include those pages;
- a copy of the health officer decision/deficiency letter;
- a copy of the applicant’s narrative regarding the request for waiver.

The names, mailing addresses, and corresponding parcel numbers should be listed in the preferred format that appears below. Please note that the applicant need not send copies of exhibits, maps, charts, studies, and photographs, etc. to property owners being notified.

The applicant must send notification to all neighboring property owners within two weeks of the date the complete application is filed. When depositing the notices in the mail, a copy of a completed version of the form appearing below (i.e. with names, tax account numbers, mailing addresses and mailing dates) must also be forwarded to the Review Committee at the above address. **No meeting of the committee will be scheduled (to consider the appeal) prior to this step being completed, and submission of this form/information to the address indicated above.**

Failure to properly notify property owners could invalidate your appeal, or subject you to a lawsuit. Therefore, it is advised that applicants consider sending the notifications by certified mail, return receipt requested.

	<u>Name of Property Owner and Tax Lot Account Number(s)</u>	<u>Mailing Address</u>	<u>Date Notice Was Mailed</u>
1.			
2.			
3.			
4.			

5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			