



**CITY OF LONGMONT
BOARD OF ADJUSTMENT AND APPEALS CRITERIA**

Section 15.02.040 4.2.d. and Appendix B (Submittal Requirements) of the Longmont Municipal Code, requires the applicant supply the City with:

A list of names and addresses of all property owners within the required notice distance of the perimeter of the subject property, obtained from the County Assessors office.

The Chief Building Official will accept a list and map from the Boulder County Assessors Office.

***BOULDER COUNTY ASSESSORS OFFICE WILL NEED
5-7 DAYS PRIOR TO THE CITY OF LONGMONT'S
DEADLINE TO PROVIDE YOU WITH THE NECESSARY
INFORMATION.***

Call Brooke Cholvin at the Boulder County Assessors Office. Her phone number is **303-441-3523**. The Assessors Office is located at 1325 Pearl St. in Boulder.

For a set-up fee of \$30.00 plus .225 cents per mailing label, she will provide you with a:

A detailed list of the surrounding properties, including owner's name, address, Property address and description

A vicinity map showing the subject property and properties to be notified, along with the County logo

Mailing labels sorted by owners' last names

The above information is provided as a courtesy and is subject to change by the Boulder County Assessors Office.

If you provide the required list from a different source, they must certify in writing as to the accuracy of the list.