

Common Notifications Received by Neighborhood Coalitions and Neighborhood Associations

Notice Title	Bureau	Purpose	How is this notice delivered?	Who sends the notice and who should receive the notice?	Action by Neighborhood Coalition or Association?	How long should this notice be kept on file?
Title 24-Building Regulations						
Demolition Delay and Appeal	BDS - Permitting Services	Provide concerned citizens, time and opportunity to work with private property owners to save single family houses. All single family residential demolition permits, within the RS Comprehensive Zone, are delayed a minimum of 35 days from the date of permit application. An additional 60 day delay can be granted by the City of Portland Hearings office based upon appeal.	Postal Service	BDS Permitting Services Staff (503) 823-7357 Correspondence Address listed on the ONI website to the neighborhood association. Coalition Office, RESTORE Oregon, Oregon Architectural Heritage Group and all residents within 150' of the property. Within 5 days of receipt of a complete application for a residential demolition permit, the Bureau of Development Services will mail written notice of the demolition request to all properties within 150 feet of the site to be demolished, to the recognized organization(s) whose boundaries include the site, to the Architectural Heritage Center/Bosco-Milligan Foundation, Inc., and to the Historic Preservation League of Oregon, dba Restore Oregon.	Inform members of right to appeal demolition delay period to hearings office to extend demolition delay period an additional 60 days. *Appeal Fee Waiver can be granted to NA/CA representative listed on ONI website.	Notice can be kept until the end of the notification period.
Major Alteration/ Addition	BDS - Permitting Services	Provide notification to immediate neighbors that a significant construction project will be conducted in near them.	Email and/or Postal Service	Permit Applicant 35 days in advance of permit issuance. Informational only/No appeal or objection process. Neighborhood Association; Neighborhood Coalition should receive notice. Neighbors within the immediate vicinity of the house should receive a door hangtag.	Inform members of impending alteration.	Notice can be kept until the end of the notification period.
Title 33-Planning and Zoning						
Final Plat postcard	BDS - Land Use Services	Provide notification of a Final Plat application submittal, the final step of the Land Division process. The Final Plat legalizes lots that have been approved through the preliminary Land Division review.	Postal Service	<u>BDS Land Use Services Records Management</u> Notification list is created using a buffer around the site. Neighborhood Coalition and Association information comes from ONI. This is updated monthly. Residents within 150 feet of the proposal, Recognized Organizations	None required	Only informational, does not need to be kept on file.
Notification of Land Use Reviews	BDS - Land Use Services	Provide notification of land use proposals to neighbors within 150-400 ft. of the project site and recognized organizations. This informs neighbors and organizations of their right to comment and their right to appeal land use decisions.	Postal Service, LU notices are also posted to the BDS website daily	<u>BDS Land Use Services Records Management</u> Notification list is created using a buffer around the site. Neighborhood Coalition and Association information comes from ONI. This is updated monthly. Neighbors within 150-400 feet of the proposal; Neighborhood Association; Neighborhood Coalition	Inform neighborhood association of right to comment and appeal.	Notice can be kept until conclusion of appeal period.
Design Advice Request (Pre-Application for Design Review)	BDS- Land Use Services	Provide notification that a Design Review Proposal will have early pre-application review by the Design Commission. This is not a public hearing, so there is no opportunity for public comment, but these meetings are open to the public.	Postal Service, LU notices are also posted to the BDS website daily	<u>BDS Land Use Services Records Management</u> Notification list is created using a buffer around the site. Neighborhood Coalition and Association information comes from ONI. This is updated monthly. Neighbors within 150-400 feet of the proposal; Neighborhood Association; Neighborhood Coalition	Informational only. Public has no right to comment at a DAR.	Notice can be kept until the hearing occurs.
Type A Accessory Short Term Rental Permit (AirBnB, HomeAway, VRBO)	BDS - Enforcement Services	Provide notification to neighbors of short term rental permit applications (AirBNB, VRBO, etc.)occurring near them.	Notification form sent by the applicant through the mail or hand delivery to immediate neighbors	Notice is the responsibility of the applicant for the home occupation - Accessory Short Term Rental. Neighborhood Association; Neighborhood Coalition, immediate neighbors should be notified. There is no public master list of licensed short term rentals.	None required. Notice is informational only.	Does not need to be kept on file unless the NA or Coalition wants to track short term rentals in the neighborhood.
Type B Home Occupation Notice	BDS- Enforcement Services	Informs neighbors and neighborhood associations of the intent to start a home business. Type B Home Occupations require a permit from the City.	Notification form sent by the applicant through the mail or hand delivery to immediate neighbors	Notice is the responsibility of the applicant for the home occupation. Neighbors within the immediate vicinity of the proposed home occupation, Neighborhood Association and Coalition should receive notice. Accessory dwelling units are not allowed in homes that have Home Occupations.	None required. Notice is informational only.	Does not need to be kept on file unless the NA or Coalition wants to track home occupation businesses in the neighborhood.

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Neighborhood Contact	Required by BDS	Requires applicants of certain projects to place a sign at the site and in some situations host a public meeting	Email and/or Postal Service	The applicant sends the notice to the neighborhood association, business association, district neighborhood coalition and in some cases to the school district.	Attend the meeting, if they wish. The Neighborhood Contact 3 requirement gives the neighborhood the option to host the meeting	Notice can be kept for up to 35 days (the maximum amount of time the notice can be sent before the public meeting). The neighborhood association should respond to any Neighborhood Contact 3 proposals within 14 days to state whether the neighborhood association will host the meeting or not.
Neighborhood Notice for 120 Day Demolition Delay for Historic Resources	Required by BDS- Land Use Services	Provides neighborhood associations and coalitions an opportunity to meet with private property owners prior to the demolition of the Historic Resource. It also allows an opportunity for concerned citizens, to propose consideration of alternatives to demolition such as restoration, relocation or architectural salvage. All demolition permits for qualifying historic structures are delayed a minimum of 120 days from the date of permit application. The 35 Day Demo Delay does not apply on these demolition permits.	Postal Service, Required to be sent via registered mail	<u>BDS Land Use Services Records Management</u> Notification list is created using a buffer around the site. Neighborhood Coalition and Association information comes from ONI. This is updated monthly. Neighbors within 1000 feet of the proposal; Neighborhood Association; Neighborhood Coalition	None required. Notice is informational only.	Notice can be kept until the end of the notification period.
Title 11- Trees						
Type B Urban Forestry Permit	Parks - Urban Forestry (Implements Title 11-Tree Code)	Provide notification of Type B Tree Permit Applications for tree removals that may have an impact to public health and safety or neighborhood character. Gives notice to the public of their right to appeal the decision of the Urban Forester. Neighbors will now be notified if a tree 36 inches in diameter or over is proposed for removal.	Postal Service and notice posted on a site in a location clearly visible from the street nearest the tree.	Urban Forestry sends the notice if the application for tree removal is approved. Notice is mailed to the neighborhood association and the applicant. Applicant for Type III review should send the notice, notice should be sent to Coalition and Association based on contact information on the ONI website. Neighborhood Association; applicant receive notice.	The Neighborhood Association or any other member of the public may appeal the decision within 14 days from the date of the City Forester's decision	Notice can be kept until the end of the 14 day period.
Urban Forestry Programmatic Permit	Parks - Urban Forestry (Implements Title 11-Tree Code)	Programmatic permits are issued by the City Forester for routine public facility or utility operation, repair and replacement, o-going maintenance, and for resource enhancement programs managed by public agencies. Programmatic permits eliminate the need for individual tree permits. Notifies organizations of ability to make comments on the permit application.	Postal Service or electronically	City Forester issues the notification when it is determined that the application for the Programmatic Permit is complete. All recognized organization within the geographic area affected by the permit request. Neighborhood Association; Neighborhood Coalition receives notice.	Public may submit comments about the permit application.	Notice can be kept until permit is issued, but does not need to be kept on file.
ONI						
Noise variances	Office of Neighborhood Involvement - Noise Control	Notify neighbors and affected parties that excessive noise will be taking place for a determinate period of time.	Hand-delivered	The applicant makes the notice and the surrounding neighbors and businesses receive the notice.	If neighbors are opposed, they should contact noise control officer and the concerns will be reviewed.	Until the event is over.
Noise Review Board	Office of Neighborhood Involvement - Noise Control	Notify interested parties the time, place, and agenda of Noise Review Board hearing. Agenda items could include variance applications (large-scale), code changes, and task forces	Mailed Public Notice via US mail. Public notice in newspaper of record (Oregonian), and posted on the Noise Control website	Posted by Noise Control staff to inform the general public, and any interested parties who have signed up for mailing list, or by looking at the website, or subscribing to the RSS feed.		It remains on the website in perpetuity.

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Cannabis Program	Office of Neighborhood Involvement-	Public Notice to inform of new Marijuana Regulatory License applications submitted for marijuana businesses in Portland including: Medical Dispensaries and Marijuana and Retailers. Mailed Public Notice to inform area residents and businesses within 300 feet of the proposed location of a Medical Dispensary or Marijuana Retailer. Email Public Notice sent out to area Neighborhood Coalition Offices and Neighborhood Associations.	Posted by ONI Staff at the proposed location. Mailed Public Notice via US mail. Public Notice to Neighborhood Coalition Offices is sent via email.	The Public Notice at the proposed location for a Medical Dispensary or a Marijuana Retailer is posted by ONI Staff to inform the general public. The mail Public Notice is sent out by ONI's Marijuana Policy Program and is intended for area residents and businesses within 300 feet of the proposed location. ONI's Marijuana Policy Program Staff send out an email to area Neighborhood Coalition Offices and Neighborhood Associations to inform them that an application has been received for a Medical Dispensary or Marijuana Business in their area.	None	Notice must be kept for 30 days and may remain until licensed establishment is open .
Liquor licenses	Office of Neighborhood Involvement - Liquor License Notification Program	Notify surrounding neighbors and businesses that a new liquor establishment is proposed near them and that neighbors can comment on this establishment.	Postal Service, posted electronically on ONI website.	ONI sends out notices to neighbors within 300 feet of the site. A weekly notice is sent to Neighborhood Associations and Neighborhood Coalitions.	None	Notice must be kept for 30 days and may remain until licensed establishment is open
Title 17-Public Improvements						
Street Vacations	PBOT	State Statute requires notification of Street Vacation proposals be mailed to "affected area" within a 200X400 foot radius of proposed street vacation at least 2 weeks in advance of a public City Council hearing. General public can testify at the City Council hearing. Applicant for the Street Vacation also has to get 2/3 of property owners on the street proposed for vacation to agree to Street Vacation in writing.	Postal Service	City Auditor mails the notice of the Street Vacation hearing. Neighborhood Association; Neighborhood Coalition; All property owners in "affected area" 200 x 400 square feet around proposed vacation area should receive notice of the Vacation hearing.	Public may comment at the City Council hearing. There is no formal appeal process.	Notice should be kept until after City Council has made a decision on the street vacation.
Leases of Right of Way	PBOT	State Statute requires notification of Right of Way leases be sent to any property that touches the lease area.	Postal Service	PBOT. Only affected properties touching lease area receive notice.	None, notice is informational only.	Notice does not need to be kept.