

APPENDIX C

MAILING LIST AND ENVELOPES

1) Submit a complete list of names and mailing addresses, with corresponding stamped envelopes, addressed to:

- Applicants
- Agents
- Property owners and property occupants of parcels within 100 feet of the parcel boundary of the proposed development, excluding roads
- Interested persons (e.g. neighborhood groups, environmental groups, government agencies or others known to be interested in the proposed development)
- Other government agencies with jurisdiction or interest in the project.

Acceptable formats for the address list (Choose one):

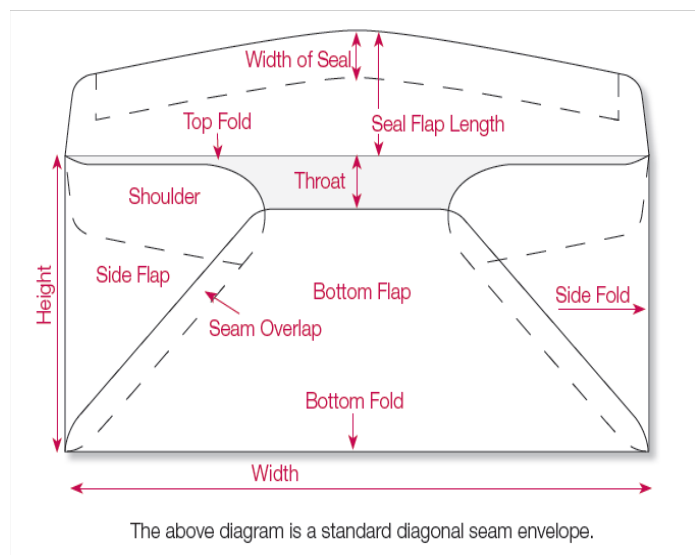
- **Business envelope address labels (e.g. Avery 5160 labels)** (See next page for a sample template print and mail, or email to the district office.)
- **Spreadsheet (e.g. Microsoft Excel)** email only to the district office.

2) If available, please also submit an electronic document or spreadsheet format of names and corresponding email addresses for interested persons.

3) Stamped Envelopes

Please submit envelopes that adhere to the following specifications, as shown on the diagram below:

- #10 commercial envelope (9 1/2" x 4 1/8") with rounded flap (not pointed)
- Plain, (i.e., no return address and no windows)
- No self-seal or peel-and-seal
- Diagonal seam overlap as shown in the diagram, no side seal
- Include first-class postage on each envelope (Metered postage is not acceptable)



APPENDIX C

MAILING LIST

List the names and addresses for all 1) Applicants, 2) Agents, 3) Property owners and property occupants of parcels within 100 feet of the parcel boundary of the proposed development, excluding roads, 4) Interested persons (e.g. neighborhood groups), and 5) Other government agencies with jurisdiction or interest in the project. Add e-mail addresses as available.

If necessary, attach additional pages using the format below.

Name _____
Title _____
Street Address _____
City _____
State, Zip Code _____
Email address _____

Name _____
Title _____
Street Address _____
City _____
State, Zip Code _____
Email address _____

Name _____
Title _____
Street Address _____
City _____
State, Zip Code _____
Email address _____

Name _____
Title _____
Street Address _____
City _____
State, Zip Code _____
Email address _____

Name _____
Title _____
Street Address _____
City _____
State, Zip Code _____
Email address _____