

SAMPLE LETTER

Requesting meeting with developer

[Date]¹

[Name and address of contact]¹

Dear [contact]

Per Title 24.55.200 H. 1. I am notifying you of the [City recognized organization name]² request for a meeting to discuss alternatives to demolition of the house at [address of structure on permit]³.

If your corporate structure involves additional owners and /or subsidiaries, please extend this notification to these entities or immediately inform me of their identity.

Your timely response to engage in this meeting may eliminate the need for our organization to request additional time through the demolition delay appeal process.

You can contact me at:

[Name of ONI recognized official in organization]⁴

[Mailing address]⁴

[Telephone][Email]

I look forward to working with you on this property.

[Signature]

[Title within organization]⁴

Instruction notes:

- 1) Verify correct date and contact information on each and every letter to avoid technical issues.
- 2) Likewise, make sure your association's name is in form as recognized by ONI.
- 3) Address as indicated on Bureau of Development Services (BDS) documents
- 4) The appellant contact should be able to verify their standing to represent the association and their position/ title within organization (having Office of Neighborhood Involvement or coalition documents indicating this is recommended at time of filing with BDS)