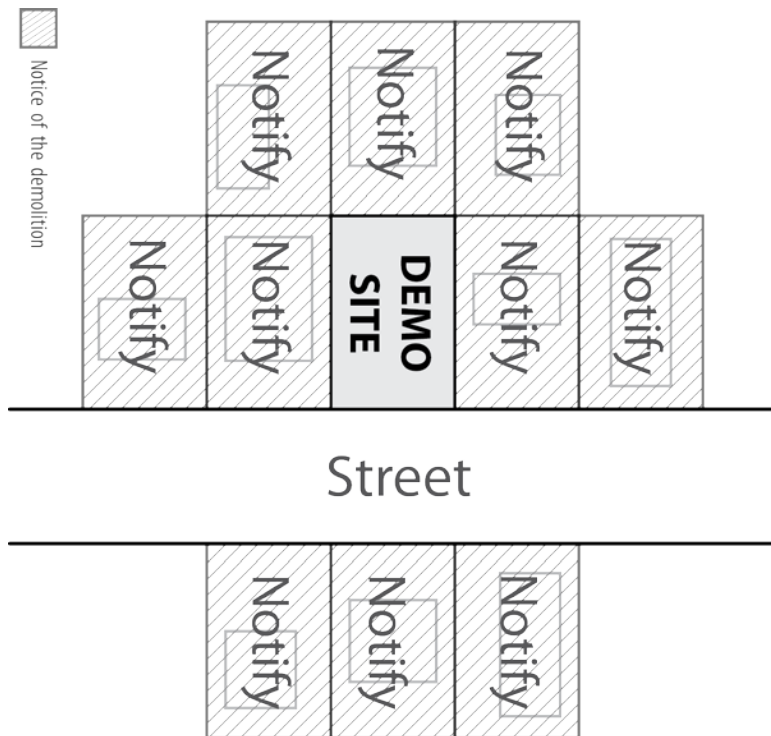


## RECOMMENDED STEPS FOR POSTING

1. BDS recommends that you post the hanger on the doors of the surrounding properties as indicated in the diagram below **approximately ten days before** your anticipated demolition date.



2. The following are some situations you may encounter in trying to post the door hangers, along with recommended solutions. The purpose of this courtesy notice is to provide the surrounding property owners and occupants with notice that a residential structure is going to be demolished, so please do your best to accomplish this goal.
  - Neighboring property is a multi-tenant building (either residential or commercial): if there is a property manager, then give the door hanger to that person. If there isn't a property manager, you may consider getting more door hangers from BDS and posting as many doors as practical.
  - Neighboring property is vacant or is a park or parking lot: BDS recommends posting the nearest occupied property that has a door.
3. BDS recommends notifying the local Neighborhood Coalition regarding the demolition by providing the address, permit number and approximate date of demolition **at least ten days** before your anticipated demolition date to give the Coalition time to send information to their contacts. To get the contact information for the Neighborhood Coalition, visit [www.portlandoregon.gov/oni](http://www.portlandoregon.gov/oni) and click on the tab for "Contact My Neighborhood Association." Then click "Basic Search" under the drop down menu and select the appropriate coalition. It will show their contact information.