

**SAMPLE LETTER REQUESTING MEETING WITH PROPERTY OWNER
REGARDING ALTERNATIVE TO DEMOLITION**

**XYZ NEIGHBORHOOD ASSOCIATION
1234 SE ANYSTREET
PORTLAND, OR 97 ____***

[NOTE – LETTER MUST BE SENT CERTIFIED OR REGISTERED MAIL, RETURN RECEIPT REQUESTED, AND YOU MUST PROVIDE THE BUREAU OF DEVELOPMENT SERVICES WITH A COPY OF THE RECEIPT]

Date: _____

Re: Demolition Permit for 5678 SE Anystreet, Portland

[Name of and address of Property Owner – this information is printed on the Residential Permit Appeal Application form sent to the Recognized Organization (Neighborhood Coalition and Neighborhood Association whose boundaries include the site). It is also available on Portland Maps by typing in the address of the site, then going to the “Assessor” tab.]

Dear Mr./Ms. _____:

I represent the XYZ Neighborhood Association. We have received notice that you have applied for a permit to demolish the residential structure at 5678 SE Anystreet in Portland. This structure has significance to our neighborhood, and we would like to meet with you to discuss potential alternatives to demolishing it. Please contact me either by phone at: (503) xxx-xxxx or via email at: xyzneighborhoodassociation.com.

Thank you for your cooperation.

Sincerely,

[Insert name of person signing letter *and title with Recognized Organization, if applicable*]

[NOTE: THIS LETTER DOES NOT HAVE TO COME FROM A RECOGNIZED ORGANIZATION. ANY INTERESTED PERSON MAY CONTACT THE OWNER AND FILE AN APPEAL.

***Insert name and address of person sending the letter; this example assumes the letter comes from a Neighborhood Association.**