



## The Importance of Checking Your Mailbox Regularly

**DID YOU RECEIVE A NOTICE FOR CERTIFIED MAIL to be picked up and didn't claim your mail??** With the rising cost of mail (*The standard cost to send certified mail varies from \$7.50 on up - depending on the size of the envelope*) and the time limit that the Post Office will only hold certified mail for pick-up once a notice has been left at your residence or post office box (*only for a three (3) week period and they return it back to the sender*), your Neighborhood and/or Homeowner Association –or– Coalition has missed an opportunity to obtaining pertinent information in regards to Applications to Various Hearing Boards (i.e., Environmental Planning Commission (EPC), Developmental Review Board (DRB), Liquor Hearings, City Departments, etc. – to name a few) that will affect your Neighborhood and/or Homeowner Association –or– Coalition.

Direct quote from the ***Neighborhood Association Recognition Ordinance (O-92)***: "Applicants for approval of amendments of the zone map, site development plans (except houses and accessory buildings), major subdivisions, vacations of public right-of-way, mapping historic districts, landmarking sites, and issuance or transfer of liquor licenses shall, prior to filing the application, make a reasonable attempt to give written notification of their proposal to any recognized and non-recognized neighborhood or homeowner association which covers, abuts, or is across public right of way from the subject site. Certified letters, return receipt requested, mailed to the two designated neighborhood and/or homeowner association representatives on file at the City Office of Neighborhood Coordination constitutes a reasonable attempt to notify an association..."

We strongly encourage any neighborhood and/or homeowner association –or– Coalition to have two contacts that will be able to accept certified mail for their association or be able to pick up the certified mail within a timely manner so that your association is notified of any future development(s) that will affect your area.