

NOTICE AFFIDAVIT: FOR APPLICATIONS THAT REQUIRE NOTICES

Before me, the undersigned authority, personally appeared _____, who being by me first duly sworn, acknowledges and confirms: (Agent or Applicant's Name)

- That the accompanying property owners list is, to the best of my knowledge, a complete and accurate list of all property owners' names, mailing addresses, and legal descriptions of all property lying within five hundred feet (500') of the subject property as recorded on the latest official County tax rolls.
- That certain documents such as, mailing list, labels, certificate of attorney or consent forms, might be required to be revised or updated if older than 6 months from the time of mailing.
- That the subject property is legally described as attached (give legal description):

(Agent or Applicant's Signature)

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____ (owner property name), who has produced _____ as identification and/or is personally known to me.

NOTARY SEAL OR STAMP

(Print Name of Notary Public)

(Signature of Notary Public)

Notice Information:

The required notice information and documents must be obtained from the Palm Beach County Public Records Dept. Phone: 561-355-2881 Email: pa-pubsvc@pbcgov.org. South County Service Center Phone: 561-276-1250

Required mail notices and posting signs: The required mailing labels must be typed and state the property owner's name, mailing address and property control number (PCN#). (When Condominiums are included, the names and addresses of all owners must be submitted. The return address label must be attached to each envelope and state the return address of the agent. Notice must be mailed at least 10 calendar days prior to the date of the board or City Commission hearing. A copy of the public notice will be sent electronically to the applicant no later than 16 days prior to the hearing date. The agent must pick-up the posting signs no later than 11 days prior to the date of the hearing and post them at least 7 calendar days prior to the hearing.