

**DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT
(DLCD)**

**Landowner Notification Notice: REIMBURSEMENT OF MAIL
NOTIFICATION FORM**

Oregon Law 2003, Chapter 668 (SB516) requires local governments to mail written individual notification to affected landowners when the governing body “changes the base zoning classification of the property; OR adopts or amends an ordinance in a manner that limits or prohibits land uses previously allowed in the affected zone.”

If the rezoning is caused by a requirement of periodic review or a change in the rules or statutes, DLCD shall reimburse local governments for all usual and reasonable costs of providing notice.

- Is change pursuant to a requirement of periodic review?
Date: _____ List periodic review work task: _____
- Is change pursuant to changes in rules or statute?
Date: _____ List rule or statute: _____

If either box is checked, please go to Section II. If neither box is checked, costs are **NOT** reimbursed under SB516.

SECTION II

Instructions

1. Reimbursable usual and reasonable costs of mailing notice include: postage, copying/printing, materials (i.e. paper, envelopes) and staff time in the preparation and mailing of notice.
2. Complete this form, sign and date it.
3. Attach the invoice, **copy of notice sent** and documents that support your claim.
4. Return original form no later than 30 days after the date notice is mailed to:

DLCD-Landowner Notification
635 Capitol Street NE, Ste. 150, Salem, OR 97301-2540

DATE: _____ NAME OF JURISDICTION: _____
LOCAL CONTACT: _____
ADDRESS: _____
PHONE #: _____ FAX #: _____
Date of Mailed Notice: _____ Number of Notices Mailed: _____

Total reimbursement for usual and reasonable costs of mailing notice is: \$ _____

Local Government Certification:

I certify, as a duly authorized official, that this is a complete and accurate statement of expenditures. I further certify that documentation and financial records are available to support this statement.

(Signature) (Date) (Printed Name and Title)

DISCLAIMER: This form summarizes certain provisions under SB516. It is not a complete or official statement of the provisions of SB516.