

**Demolition Requirements**  
**Adjacent Property Owners Notification Form**

**SITE ADDRESS:** \_\_\_\_\_

**Date Notifications Sent:** \_\_\_\_\_

Per City Wheaton Code (Sec. 22-203 (b)(2)):

(b) *Notification.*

(2) The applicant/owners of the subject property shall make written notification to the adjacent property owners via certified mail, return receipt requested, at least 14 days prior to submitting an application for demolition. For purposes of this section, an "adjacent" property shall be any property having any common boundary with the subject property and property which would have a common boundary if not interrupted by a street, alley or other right-of-way.

The purpose of the notification is not to secure any form of approval from the adjacent property owners, but to ensure that the adjacent property owners have had an opportunity to learn, in general terms, about the demolition of a principal structure.

The content of the written notification shall include the address of the subject property, the name and contact information of the property owner, the scope of work, the timetable for the work, and a site plan. The applicant shall also provide the adjacent property owners with a city-prepared informational handout that includes a summary of construction regulations and procedures.

As the permit applicant, I confirm that adjacent neighbors have been notified per City of Wheaton regulations.

\_\_\_\_\_  
**Applicant Printed Name**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**