



DEPARTMENT OF COMMUNITY DEVELOPMENT
33325 8th Avenue South
Federal Way, WA 98003
253-835-2607; Fax 253-835-2609
www.cityoffederalway.com

MAILING LABELS

Note: *If this material is not correctly submitted with the application, it could delay your permit.*

WHAT'S NEEDED

Some land use/development processes require the applicant to provide envelopes of property owners in order to meet public notice requirements. Please provide the City of Federal Way with the following.

1. Self-addressed, stamped, business size envelopes with a City of Federal Way return address (Department of Community Development Services, 33325 8th Avenue South, Federal Way, WA 98003), of persons receiving tax statements for the subject property and all properties within 300 feet of the boundary of the subject property (addresses may be obtained from Federal Way or a title company). Please do not submit handwritten envelopes.
2. A separate list of all addresses and their parcel numbers.
3. A copy of the King County's Assessor's map or City of Federal Way's GIS map identifying the properties receiving the public notice.

NOTE: Please do not submit metered envelopes. The Federal Way Post Office may refuse such envelopes.

HOW TO GET MAILING LABELS FROM CITY OF FEDERAL WAY

Please complete the attached application form and return to the GIS department.

HOW TO GET MAILING LABELS FROM TITLE COMPANIES

Contact a title company and provide them with your subject property's tax parcel number(s). The title company will provide you with mailing labels that include the parcel numbers, names of property owners, and mailing addresses.



33325 8th Avenue South
Federal Way, WA 98003-6325
www.cityoffederalway.com

Application for Land Use / Development Project Mailing Labels

Please Note: This application for mailing labels can only be used in conjunction with City of Federal Way land use or development applications. Mailing labels received from this application shall only be for the applicant or property owner and shall not be used for commercial purposes.

Requestor's Name: _____ Date: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ E-Mail Address: _____

Subject Property's Tax-Lot#(s)¹: _____
(10-digit number)

Mailing Notification Radius: _____ feet Number of Mailing Label Sets: 1 2 3 4
(Please circle the number of sets needed)

Within seven working days from submittal of application form, you will receive the following:

- Set(s) of mailing labels (envelopes not included) and for each parcel within the mailing notification radius of the subject property. Each label will include the parcel number, property owner's name, and mailing address.
- Set(s) of City of Federal Way return address labels.
- A report listing parcel numbers, property owner names, and mailing addresses.
- A map delineating the parcels within the mailing notification radius of subject property.

The costs for the mailing labels will be based on the number of parcels located within the mailing notification radius of the subject property. The cost will be \$.70/mailing label for the first Mailing Label Set and \$0.35/mailing label for each additional Mailing Label Set. There is no additional fee for the return address labels, report, and map.

MAILING LABEL DISCLAIMER

The undersigned applicant acknowledges that the mailing labels will be produced with the most current and accurate information available to the City at the time of the request. Property ownership and mailing address information is maintained by the King County Assessor's Office and the City of Federal Way is providing this information as a convenience and service to its customers. The City makes no representation or warranty as to the accuracy of the information contained on the mailing labels. Mailing labels cannot be provided for parcels located in Pierce County.

The undersigned further acknowledges and represents that the mailing labels can not be used for "commercial" purposes, and that the mailing labels are being used only for the purpose of notifying property owners of pending land use or development related actions and projects.

Dated this _____ day of _____, 20____

(Signature of Applicant)

(Printed Name of Applicant)

¹Pursuant to FWRC 19.05.190, *subject property* means the entire lot or parcel, or series of lots or parcels, on which a development, activity or use exist or will occur, or on which any activity or condition subject to development regulations exist or will occur.



DEPARTMENT OF COMMUNITY DEVELOPMENT
33325 8th Avenue South
Federal Way, WA 98003
253-835-2607; Fax 253-835-2609
www.cityoffederalway.com

SUBMITTING MAILING ENVELOPES

Once you have received the set of mailing labels, return labels, mailing label report, and map from the GIS department, please complete the following two steps:

1. Affix a stamp, a mailing label, and a return label onto business size envelopes for every tax parcel.
2. Submit the envelopes, report, and map along with all the other required materials with your application to the Department of Community Development.

NOTE: Please do not submit metered envelopes. The Federal Way Post Office may refuse such envelopes. In addition, you are highly encouraged to use the Forever stamps.