

# NOTICE TO NEIGHBORS

Date: \_\_\_\_\_

Dear Adjacent Property Owner:

The purpose of this letter is to provide notice that I have submitted an application to the City of Norman for a short-term rental licenses as provided in Sec. 13-3500 through 130-3508 of the Norman City Code. Specifically, Sec. 13-3502(12) requires the following:

(12) Notification of affected property owners: All recorded property owners immediately adjacent to or directly across the street or alley in any direction from the subject property shall be notified of an Application for a Short Term Rental. This notice, as provided by the City Clerk's Office with the Application, shall contain the name, address, phone number, email of the property owner and the required local contact person, along with contact information for City offices, such as Code Enforcement, the Norman Police Department, Parking Services and any other necessary contact information.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

Local Contact: Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## CONTACT INFORMATION

Norman Police Department Non-Emergency (405) 321-1444

To contact any City Department (405) 321-1600

[STRental@normanok.gov](mailto:STRental@normanok.gov)

[www.normanok.gov](http://www.normanok.gov) (click on "Short-Term Rentals)