



CITY OF MANASSAS
DEPARTMENT OF COMMUNITY DEVELOPMENT
DEVELOPMENT SERVICES DIVISION
9027 Center Street Room 201
Manassas, Virginia, 20110
Phone: 703-257-8278 Fax: 703-257-5831

NOTIFICATION TO ADJACENT PROPERTY OWNERS

Refer to the DCSM, Section 2-540.4

Written notification to adjacent property owners shall be required with the submission of all site plans in the City.

Written notification shall be provided to the following owners of property located in the City:

1. Owners of property abutting the property to be subdivided and/or developed.
2. Owners of property located immediately across the street from the property to be subdivided and/or developed when the street is classified as a major collector or lower.
3. Any homeowners association(s) having jurisdiction over the property to be subdivided and/or developed.

A copy of the written notification, along with a list of the property owners notified, must be submitted to the Community Development Department five (5) calendar days prior to approval of the plan. The required notification shall be sent by certified mail to the last known address of the owner(s), as shown in the current real estate assessment files and shall include the following information:

1. Description of the plan that has been accepted by the City for review, including type of plan, proposed use, and a summary of any proposed revisions if applicable.
2. Address and telephone number of the City Department where a copy of the plan may be reviewed.
3. Address and telephone number of the applicant or applicant's representative.
4. Parcel reference number, street address and/or location of property.
5. Date accepted by the City for review.
6. Plan number assigned by City.