

## SAMPLE NOTICE TO ABUTTING PROPERTY OWNERS

### Notice to Abutting Property Owners

- Must also be provided to the City Clerk's Office
- Must be provided to all occupants of property directly abutting the event location/route at least 48 hours, but not more than 7 days, before the event
- For residential buildings with 3 units or less, the notice should be provided to each unit
- For residential buildings with more than 3 units, the notice should be posted in the lobby or common entryway



**Hello Neighbor! We are notifying you of an upcoming event that will impact local traffic. From approximately 10am to 2pm on August 23<sup>rd</sup>, 2025, Superior Street from Leif Erickson Park to the DECC will be closed for our race. Please see a route map below, and feel free to reach out to Jane Doe at 218-555-5555 with any questions or concerns. See you there!**

### Notice Contents

- The nature of the event (parade, race, etc.)
- Name and telephone number of event contact
- Date and time of event
- Map of event route
- Description of any restrictions to traffic or parking near event route

