

1) Attach certified slip from the Post Office to the front of the envelope so that the dotted line is along the top edge.

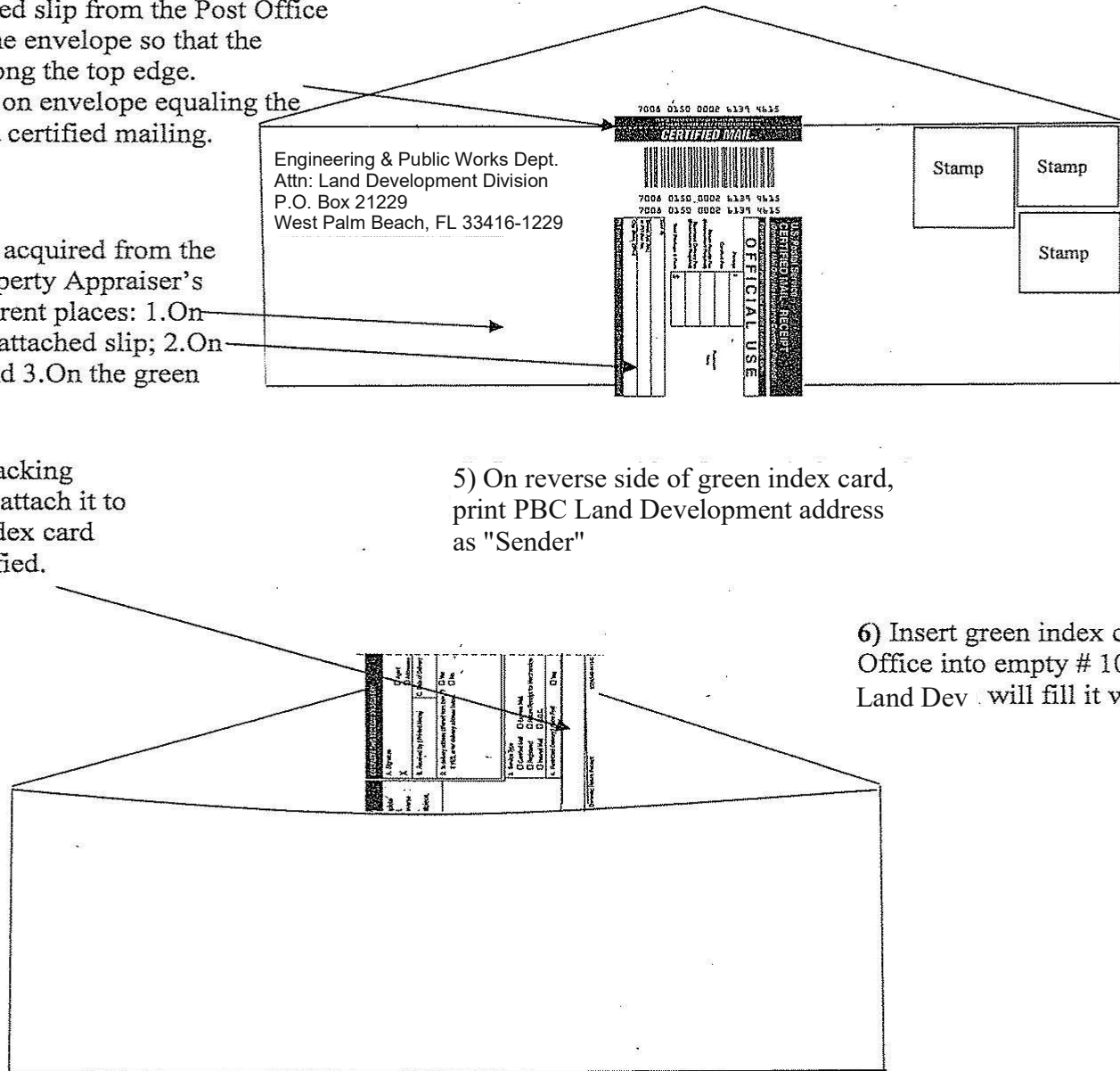
2) Place stamps on envelope equaling the current cost of a certified mailing.

3) Attach labels acquired from the P.B. County Property Appraiser's Office in 3 different places: 1. On envelope under attached slip; 2. On attached slip; and 3. On the green index card.

4) Detach tracking number and attach it to the green index card where specified.

5) On reverse side of green index card, print PBC Land Development address as "Sender"

6) Insert green index card from the Post Office into empty # 10- size envelope. Land Dev will fill it with the notice.





DOROTHY JACKS
 CFA, AAS
 Palm Beach County Property Appraiser

Governmental Center - Fifth Floor
 301 North Olive Avenue
 West Palm Beach, FL 33401
 tel 561.355.3230
 fax 561.355.3963
pbcgov.org/papa

ORDER#: _____ DATE RECEIVED: _____

REQUEST FOR DATA RUN OR PROPERTY INFORMATION

NAME OF COMPANY AND/ OR INDIVIDUAL: _____
 (PLEASE PRINT)

ADDRESS: _____
 (PLEASE PRINT)

TELEPHONE NUMBER(S): _____ E-MAIL ADDRESS: _____

RADIUS - OPTIONAL - WHERE NEEDED, (INDICATE NUMBER OF FEET FROM STARTING POINT): _____

PROPERTY CONTROL NUMBERS (PCN'S) - FOR VARIANCES: _____

PUBLIC RECORDS - DESCRIPTION OF RUN OR AREA REQUESTED: _____

INDICATE AMOUNT NEEDED:

- | | |
|---|--|
| <input type="checkbox"/> VARIANCE REQUEST | <input type="checkbox"/> OWNERS LIST |
| <input type="checkbox"/> RADIUS MAP SETS | <input type="checkbox"/> CD FORMAT (CSV) |
| <input type="checkbox"/> LABEL SETS | <input type="checkbox"/> EXCEL FORMAT |

I, THE UNDERSIGNED, WISH TO ORDER THE ABOVE DESCRIBED DATA RUN; (ORDER WILL BE PROCESSED **ONLY** AS MARKED OR AS INDICATED ABOVE).

I UNDERSTAND THAT I WILL BE RESPONSIBLE FOR ANY CHARGES INCURRED FROM PROCESSING THIS ORDER. OUR OFFICE MAY CALL YOU TO REQUEST PAYMENT IN ADVANCE OR NON-REFUNDABLE DEPOSIT BEFORE THE WORK IS PROCESSED.

OFFICE USE ONLY

CONTACT: PUBLIC SERVICE DEPARTMENT - VARIANCES

PHONE: PROPERTY APPRAISER PUBLIC RECORDS
 561.355.2881 FAX: 561.355.1528

EMAIL: pa-pubsvc@pbcgov.org

 (PRINT CONTACT NAME)

 (SIGNATURE)

 (DATE)



DataRunReq.Revised 06/05/2019

WEST COUNTY SERVICE CENTER
 2976 State Road 15
 Belle Glade, FL 33430
 tel 561.996.4890
 fax 561.996.1661

NORTH COUNTY SERVICE CENTER
 3188 PGA Blvd., Suite 2301
 Palm Beach Gardens, FL 33410
 tel 561.624.6521
 fax 561.624.6565

MID-WESTERN COMMUNITIES SERVICE CENTER
 200 Civic Center Way, Suite 200
 Royal Palm Beach, FL 33411
 tel 561.784.1220
 fax 561.784.1241

SOUTH COUNTY SERVICE CENTER
 14925 Cumberland Drive
 Delray Beach, FL 33446
 tel 561.276.1250
 fax 561.276.1278