**Notification Procedure for residents**

**living within 300 feet of Memorial Park**

1. Go to the Canyon County Plat room at 111 N. 11th Ave, Room 250 *(in the Administration Building next to the Canyon County Court-house)* and ask for an address list of residences within 300 feet of Memorial Park.
2. Design a flyer or door hangar about your event.
3. Mail or deliver the flyer or door hangar you created in step 2. Please be sure residents are notified at least 2 weeks before your event.
4. Give a copy of the flyer/door hangar and your address list to the Caldwell City Clerk’s office at 411 Blaine Street.
5. This may also bring extra people to your event. Enjoy!