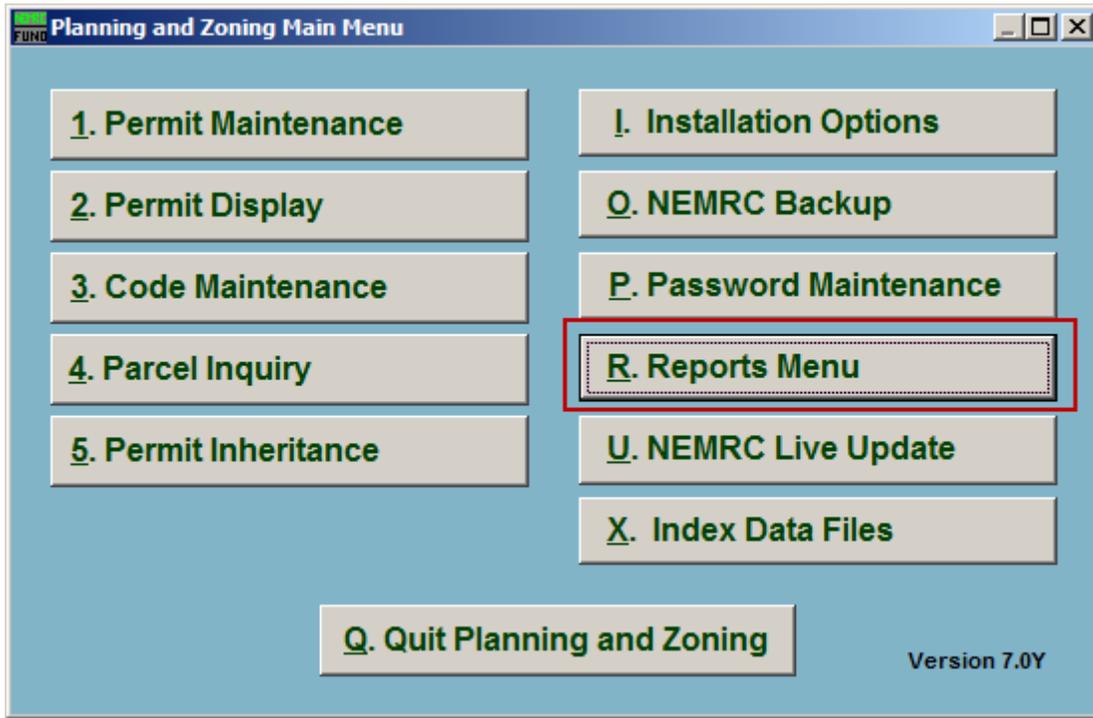


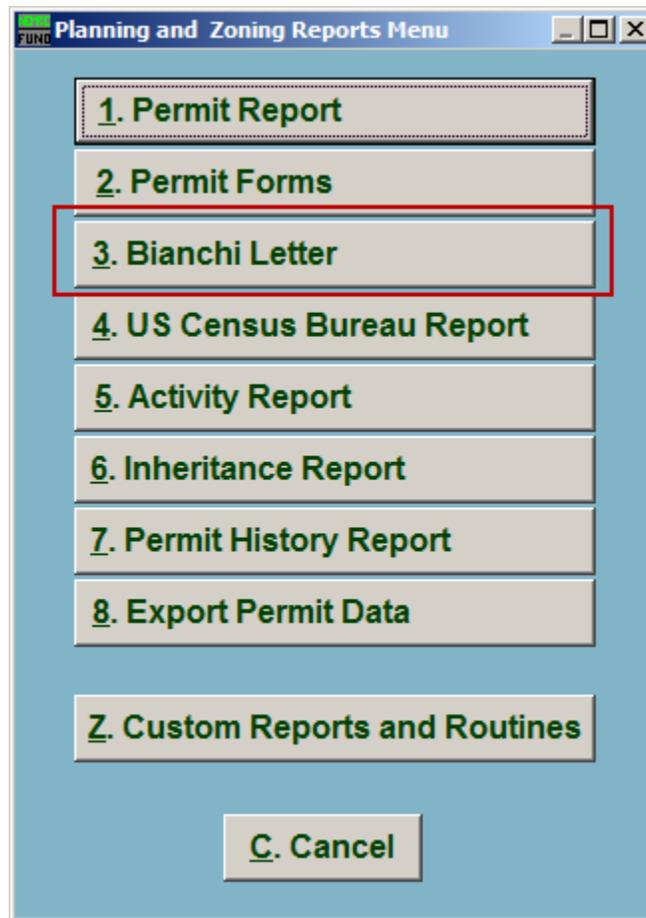
Planning/Zoning

R. Reports Menu: 3. Bianchi Letter



Click on “R. Reports Menu” from the Main Menu and the following window will appear:

Planning/Zoning



Click on “3. Bianchi Letter” from the Reports Menu and the following window will appear:

Planning/Zoning

Bianchi Letter

Print Bianchi type permit information letter

1 *Select a parcel*

Number -

Owner

2 **Include denied permits**

3 **Allow two inch space for letterhead**

Name of officer **4**

Title of officer **5**

Date of letter **6**

Please be aware that the Bianchi letter will use the most recent owner of record

7 **8**

- 1. Select a parcel:** Locate the Parcel that the Bianchi Letter is for.
- 2. Include denied permits:** Click to check this box to have any Permits that were denied to this Parcel appear on the Bianchi Letter.
- 3. Allow two inch space for letterhead:** Click to check this box to have two inches of space at the top of the Bianchi Letter.
- 4. Name of officer:** Enter the Name of the office. This will default to the officer from “I. Installation Options.”
- 5. Title of officer:** Enter the title of the officer. This will default to the officer title from “I. Installation Options.”
- 6. Date of letter:** Enter the date that will appear on the letter.
- 7. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 8. Cancel:** Click “Cancel” to cancel and return to the Reports Menu.