



# COMMUNITY OUTREACH REQUIREMENTS HANDOUT

## COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

1960 TATE STREET, CITY OF EAST PALO ALTO, CA 94303

TEL: 650. 853. 3189 E-MAIL: PLANNING@CITYOFEPA.ORG

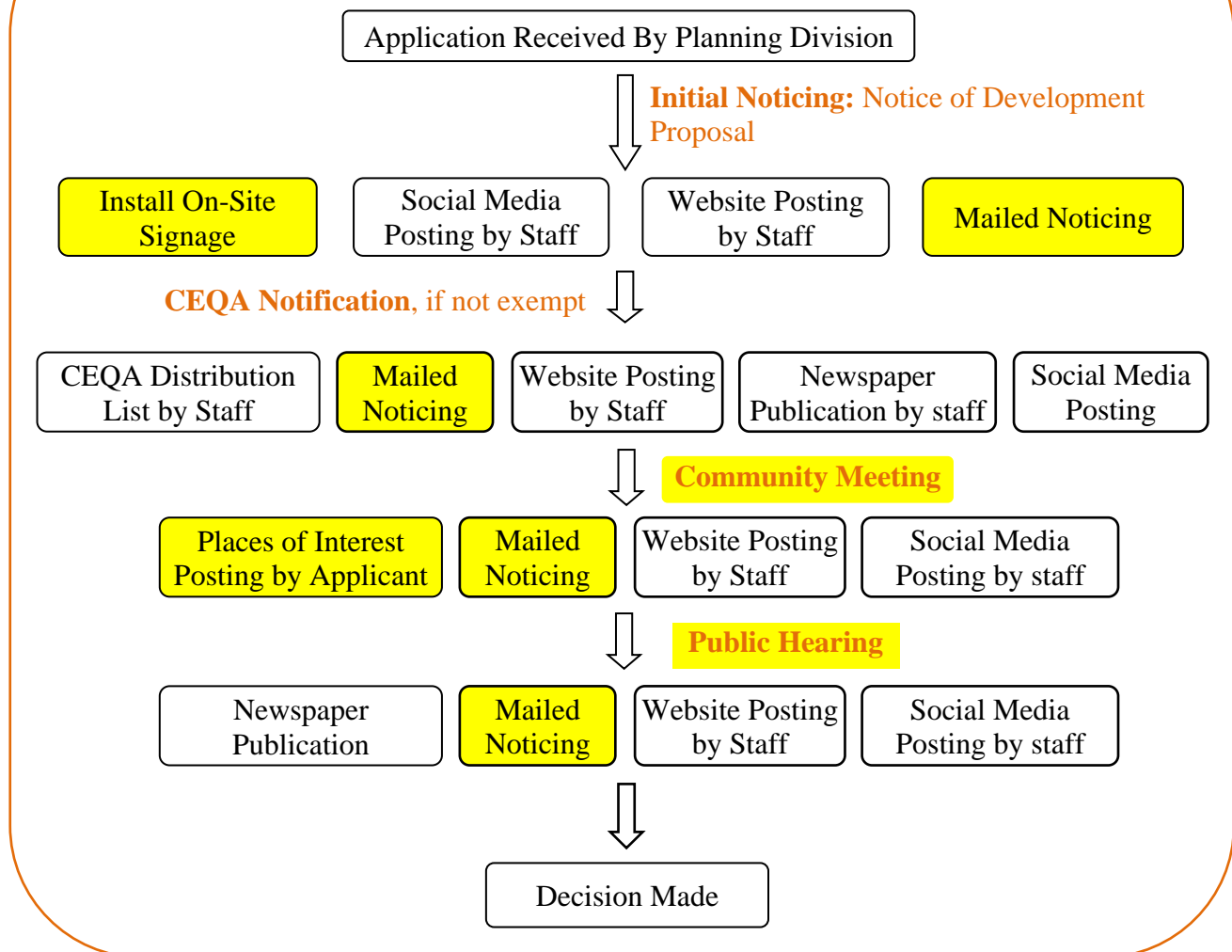
Community outreach is meant to provide community opportunities to engage in land use review process. Project definition and outreach requirements are outlined in this handout. For more details, a full policy can be found at [Community Outreach Policy](#).


### Medium Project – Approval through Public Hearing

#### Typical Staff Approval Medium Project

- 10-19 Residential Units;
- 10 lots or less residential subdivision through Subdivision Map Act;
- 1,001 to 50,000 square feet of non-residential development or rehabilitation
- Uses permitted through use permits that requires public noticing

#### Staff Approval Medium Project Outreach Requirements



 Applicant is fully or partially responsible for



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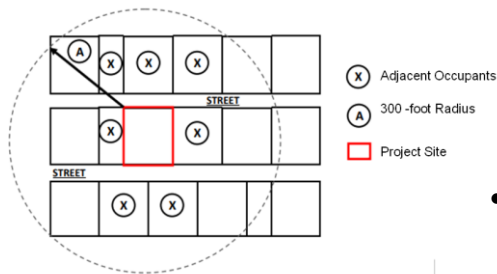
## Medium Project – Approval through Public Hearing

### What Does Applicant Need To Do?

1. On-Site Posting. Install a Notice of Development Proposal (info provided by project planner) sign board on the subject site. For installation details, please see the [On-Site Posting Policy](#).

2. Public Notification Packet. Applicant will need to provide a mailing packet for staff to mail the noticing to the owners within 300-foot radius. The mailing packet shall include:

- Property Owners Map. See a sample below:



- Property Owners Labels: two (2) sets of mailing labels and one (1) copy needed.

ASSESSORS PARCEL NO.  
OWNERS' FULL NAME(S)  
ADDRESS STREET #APT  
CITY, STATE ZIP

Label: 1" x 2¾" in size on  
3-column, 8½" x 11"  
sheets; such as Avery  
5160 or 5960

- Property Owners List: Obtain from County Assessor's Office or Title Company

- Stamped Envelopes. At minimum, one set of stamped (USPS Forever Stamps) business size envelopes for all required owners and/or occupants must be provided for staff use.

- Public Notice Affidavit: Download and sign the form: [Public Notice Affidavit](#).

3. Community Meeting.

- Work with project planner to prepare at least one (1) community meeting. The Meeting shall occur on a weeknight from 6 pm to 9 pm or weekend from 10am to 9pm. Applicant needs to work with the Planning Manager ahead to determine the appropriate meeting date, time and venue.
- 21 days prior to the meeting date, a full community meeting packet shall be provided to the project planner, including but not limited to:
  - a. Community Meeting Flyer. Flyer should be provided in English, Spanish, or other languages;
  - b. Meeting Agenda;
  - c. Public Notification Packet. Also, the approved flyer shall be stuffed into all envelopes, which should not be sealed in order for staff to verify.
  - d. Sign-In Sheet.
- At least 14 days prior to the meeting, applicant will need to post the meeting flyer in the places of interest, determined by the project planner.
- The community meeting shall be organized and held by the applicant. Applicant is responsible to present the project to the attendees and answer any project-related questions. City staff will attend the meeting to address City standards or process-related questions.

4. Public Hearing. Applicant shall be present to the public hearings for any questions from the decision makers and public. In addition, if applicant is willing to speak before decision makers and the public. please be prepared.