



COMMUNITY OUTREACH REQUIREMENTS HANDOUT

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

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

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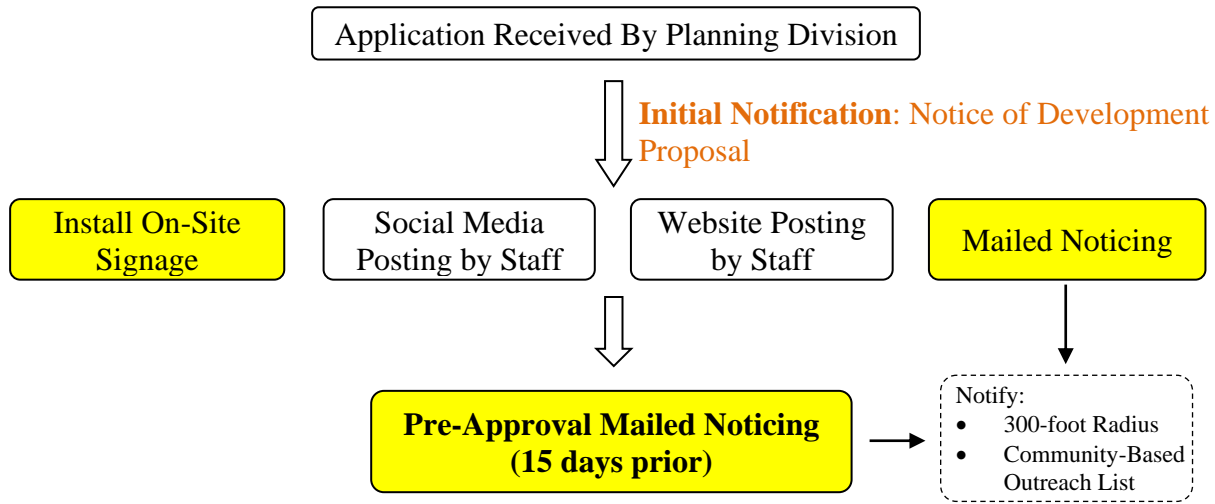
Community outreach is meant to provide community opportunities to engage in land use review process. Project definition and outreach requirements are outlined in this handout. For more details, a full policy can be found at [Community Outreach Policy](#).

Medium Project – Staff Level Approval

Typical Staff Approval Medium Project

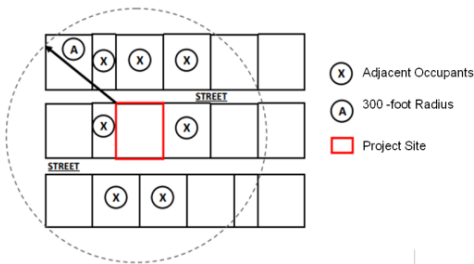
- New duplex
- Façade and exterior improvements for multi-family residential
- 1,000 s.f. or less non-residential construction
- 1,000 s.f. or less non-residential façade improvements

Staff Approval Medium Project Outreach Requirements



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 2³/₄" in size on 3-column, 8¹/₂" 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](#).

Applicant is fully or partially responsible for