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.

### Small Project

#### Typical Small Project

- Second Story Addition
- New Single-Family House
- New Guest House
- Tree Removal Permit
- Minor Variance Application
- Uses allowed through administrative use permit (AUP)

#### Small Project Outreach Requirements

**Application Received By Planning Division**

1. **Initial Noticing:** Notice of Development Proposal
2. **Install On-site Signage per the On-Site Posting Requirements**
3. **Mailed Noticing**
4. **Website Posting by Staff**
5. **Pre-Approval Mailed Noticing (15 days prior)**

#### 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 that are the immediate neighbors of the site. 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.
   - **Property Owners List:** Obtain from County Assessor’s Office or a 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