



# 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](#).

### 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

↓ Initial Noticing: Notice of Development Proposal

Install On-site Signage per the On-Site Posting Requirements

Mailed Noticing

Website Posting by Staff

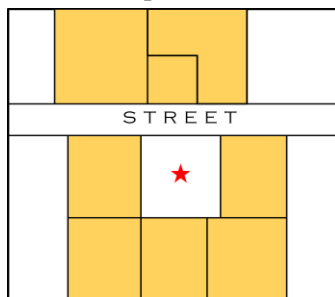


Pre-Approval Mailed Noticing (15 days prior)

#### 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:




Immediate Neighbors

- 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
- 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.
- Property Owners List: Obtain from County Assessor's Office or a Title Company
- Public Notice Affidavit: Download and sign the form [Public Notice Affidavit](#).

 Applicant is fully or partially responsible for