



# 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 <http://www.ci.east-palo-alto.ca.us/DocumentCenter/View/4431>.

### Major Project

#### Typical Major Project

##### Major Development Projects:

- 20 or more residential dwelling units;
- Greater than 50,000 square feet of non-residential development;
- An addition to any existing non-residential structure greater than 25,000 square feet;
- Rehabilitation, alteration, or addition to any existing multi-family residential development;
- Removal of one or more price-controlled housing units;
- Removal of a deed restricted affordable housing unit; and
- Any project with a Development Agreement.

##### Complex Projects:

- Planned Development Permit;
- Zoning Text Amendment;
- Zoning Change;
- General Plan Amendment;
- Projects with Mandatory Environmental Impact Reports;
- Schools;
- Conditional Use Permit;
- Alcoholic and Beverage Control (ABC) License.

#### Staff Approval Medium Project Outreach Requirements

Preliminary Application (Pre-App) Review Permit Received

↓ **Pre-App Community Outreach**

Mailing Noticing

Community Meeting

Planning Commission or City Council Study Session

Entitlement Planning Application Received

↓ **Initial Noticing: Notice of Development Proposal**

Install On-Site Signage by Applicant

Social Media Posting by Staff

Website Posting by Staff

Mailed Noticing

↓ **CEQA Notification**

CEQA Distribution List by Staff

Mailed Noticing

Website Posting by Staff

Newspaper Publication by staff

Social Media Posting by Staff

↓ **Community Meeting**

Places of Interest Posting by Applicant

Mailed Noticing

Website Posting by Staff

Social Media Posting by Staff

↓ **Public Hearing**

Newspaper Publication by Staff

Mailed Noticing

Website Posting by Staff

Social Media Posting by Staff

Decision Made

 Applicant is fully or partially responsible for



# 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

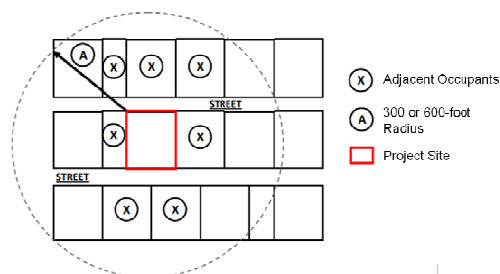
### Major Project

#### What Does Applicant Need To Do?

1. Applicant is required to file a Preliminary Application Review (Pre-App) permit prior to the land use entitlement permit submittal in accordance with East Palo Alto City Code section 18.82.030 that can be found from the link at [Preliminary Application Review](#).

2. Public Notification Packet. Applicant will need to provide a mailing packet for staff to mail the noticing to the home owners within 300 or 600-foot radius, determined by Planning Manger. 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 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](#).

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. 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 envelops, 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, including but not limited to City Hall, YMCA, and Senior Center.
- 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. Study Session and 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.

5. 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](#).