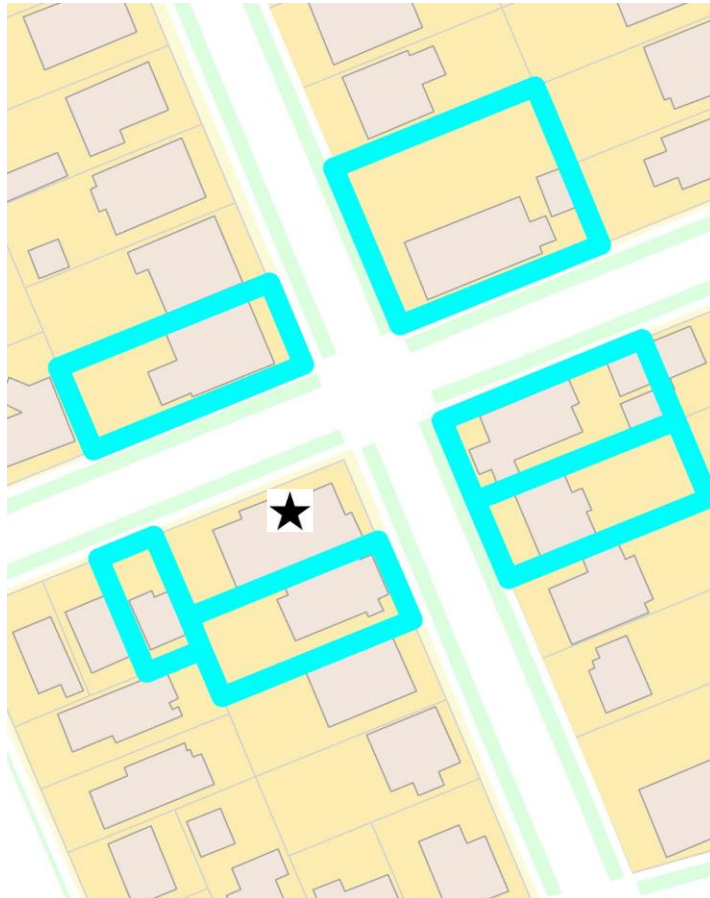


INSTRUCTIONS for NOTICE BY APPLICANT (§17.62.030.B)

1. Complete the attached notice and make one photocopy to be provided to each adjacent neighbor, and one photocopy to be submitted with this application.
2. Hand deliver or mail one copy of the notice to each *adjacent* neighbor at least 30 days before the initial hearing. *Adjacent* means next to, or against. For notification purposes it includes a property directly across the street (§17.90.010). You may address the notices to "Property Owner" if you do not know the names of your adjacent neighbors.
3. Complete the attached affidavit of service and return it along with one copy of the notice to the Planning Director at least 30 calendar days before the hearing. Please note the affidavit of service is not required to be notarized.
4. If the project seeks a variance and a design review permit, one combined notice can be mailed to the neighbors provided that the project description reflects that the proposed project seeks a variance and a design review permit.
5. Please call the Planning Department at (510) 420-3050, if you have any questions or would like help in determining the addresses or names of your adjacent neighbors.

Example Map of Neighbor Notices:

If the applicant lives at the “star” property, the applicant shall notify the adjacent affected (highlighted) properties.



NOTICE BY APPLICANT  
of  
AN APPLICATION SUBMITTED FOR DESIGN REVIEW PERMIT,  
Review by PLANNING COMMISSION

Dear Neighbor:

I/ We have submitted an application for design review permit for consideration by the Piedmont Planning Commission. I am seeking City approval of an application to (description of project) \_\_\_\_\_

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The purpose of this form is to notify you of my application. My application is expected to be considered by the Planning Commission on or after (date) \_\_\_\_\_.

This notice will be followed by a notice from the city confirming the date of the hearing and inviting you to comment on the application. The Planning Commission regularly meets at 5:00 p.m. on the second Monday of every month in the council chambers at City Hall, 120 Vista Avenue. Please contact the Planning Department at (510) 420-3050, if you have any questions regarding my application.

Signed,

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Print name of applicant

\_\_\_\_\_  
Address of project (number and street)

\_\_\_\_\_  
Date

**AFFIDAVIT OF SERVICE BY APPLICANT/ AGENT**

(To be attached to a copy of the notice and returned to the Planning Director.)

\_\_\_\_\_ being sworn, says that he or she is over 18 years of age  
Print affiant (applicant/agent) name

and a resident of \_\_\_\_\_  
County, Country

That affiant's **residence address** is \_\_\_\_\_.

That affiant served a copy of the attached notice of an application for variance and/or design review permit, review by the Planning Commission by placing said copy in an envelope addressed to (please list the names and addresses of all the property owners to whom the notice was served):

which envelope was then sealed and postage fully prepaid thereon, and thereafter was on \_\_\_\_\_,  
date  
deposited in the United States mail or delivered personally by hand.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_ at \_\_\_\_\_, California.  
date address

Signed \_\_\_\_\_  
Affiant's signature