



## Public Notification Process for Public Hearings and Neighborhood Meetings

Welcome to the City of Concord. The Neighborhood Meeting and Public Hearing notification process involves the Planning Division and the City Clerk's Office. When a project requires a public hearing, the City also requires an applicant to hold a Neighborhood Meeting, early on the process, and to notify tenants and property owners in the surrounding area of the meeting. It is very important that neighbors are informed of the meeting to allow them the opportunity to participate and ask questions. This handout is provided to explain the notification process and assist you in fulfilling the requirements of your application. The checkmarks (☑) indicate the items that you are responsible for. If you have questions about your application or the notification process, please contact the Project Planner at (925) 671-3152 for assistance.

**Notification is sent to all property owners and all tenants within a specified distance from the property line boundaries of the project site, including all owners and tenants/occupants of any multi-tenant building or multi-tenant center.** Notification distances listed below depend upon the type of application. If an application comes under more than one category, the more extensive standard applies. If more than one application is being processed at one time, the larger notification area (radius) applies. City staff will determine the required notification area. Applicants are responsible for postage exceeding 100 mailed notices, and payment for this postage is due to the City prior to a public hearing.

<b>Table 122-1164.1 Public Hearing Notice Distribution</b>	
Type of Notice	Distance Requirement
General Plan Amendment	500 feet
Rezoning	500 feet
Development Agreement	500 feet
Planned Development Use Permit	500 feet
Major Subdivision	500 feet
Use Permit	300 feet
Hillside Development Use Permit	300 feet
Certificate of Appropriateness (Historic Preservation)	300 feet
Minor Subdivision	300 feet
Minor Use Permit	300 feet
Finding of Public Convenience and Necessity	300 feet
Variance	300 feet
Large Family Day Care Home <sup>1</sup>	100 feet
Minor Exception	100 feet

<sup>1</sup> Per Section 122-618(3) Child day care facilities. Large family day care home.

## **Neighborhood Meetings**

One of the most important steps in the notification process is communicating the specific details of a project to the residents, property owners, and business operators in the vicinity of the project. The City requires project applicants to organize and hold a neighborhood meeting within thirty days after submittal of any application that requires a public hearing. This is very important because it is your opportunity to provide accurate information to the neighbors about the proposed project before project details are finalized, and it allows the neighbors to get more involved in the project as well. You must work with your Project Planner to establish the date, time, and location of the meeting, so the Planner can attend and participate. Meeting notices are generally sent out 14 days before the meeting to give neighbors adequate notice. The following information is offered as a guide for successful neighborhood meetings.

**When?** The neighborhood meeting needs to be held as early as possible in the development review process, either before or immediately following the filing of an application. Depending on the attendance at the first neighborhood meeting and/or the comments received, it may be necessary to hold more than one such meeting. The Project Planner will make that determination. Evening meetings are the most suitable for residential projects. Day meetings may be more suitable for commercial projects, so that business owners surrounding the project will be more likely to attend.

**Where?** You are responsible for securing a convenient location in or close to the neighborhood such as a local public facility, church, school, restaurant, or recreation building. City facilities may be available if appropriate.

**Who needs to be notified?** The same property owners, residents, tenants and/or business owners who will be notified of the public hearing will also be notified of the neighborhood meeting. For example, if your development proposal requires a 300 foot mailing radius for the public hearing, the addresses within the same 300 foot radius shall be notified of the neighborhood meeting. If the radius is 500 feet, neighborhood mailing will be 500 feet. The same requirement applies to all mailing radii.

**Will City staff attend the meetings?** The Project Planner assigned to your project will attend the meeting. The Planner will provide introductions and relevant information regarding the project status, hearing process, meeting dates, and any other general information. The applicant is responsible for presenting the development proposal.

**How should people be notified?** City staff will prepare and send out the neighborhood meeting notice. Please coordinate with your Project Planner at least 3 weeks in advance to establish a date, and place for the meeting.

**Applicant is responsible for:**

- Neighborhood Meeting scheduled and conducted.

**City staff is responsible for:**

- Assisting the applicant in organizing a neighborhood meeting.
- Providing notices and mailing the notice to all property or business owners and all tenants within the notification area.
- Attending the neighborhood meeting

**Public Hearing Notification**

**Applicant is responsible for:**

**Posting Hearing Notice on the Project Site**

- The City will provide you with a poster containing the necessary information. The poster(s) must be picked up from the City offices at least 12 days prior to the hearing. The cost of each poster is the applicant's responsibility, see the City's fee schedule. The project applicant is responsible for placing a poster within eye level in a clearly visible location on each frontage of the property 10 days prior to the hearing. On vacant lots it may be necessary that you use large stakes which you will have to obtain yourself. You must place the notice 5 feet from the property line or sidewalk, so that interested parties will be able to read the notice. On corner vacant lots, please check with our Engineering Division to make sure that the notices are not visibility hazards. In existing buildings notices can be located inside large windows or outside on the building's exterior. The project applicant must certify the project site was posted for all 10 days, so the posters must be checked daily and should be weatherproofed if necessary.
- Following action on the project, you must remove the posters within 7 days. Posting on utility poles, light poles, trees, or in the public right-of-way is prohibited.
- Submit the "Certification of Posting of Notice" (attached) by 5:00 PM, on the day of the hearing. If the certification form is not provided before the hearing, the item will not be heard.

**City staff is responsible for:**

- Providing notices and mailing the notice to all property owners, business owners, and all tenants within the notification area for the public hearing.
- Printing the notice in the newspaper.
- Providing posters to the project applicant to post at the project site. The cost/ fee for posters is \$12.00 each.
- Posting the agenda at City Hall.



## CERTIFICATION OF POSTING OF NOTICE FOR PUBLIC HEARING

Application Name \_\_\_\_\_

Application Number \_\_\_\_\_

Project Parcel Number(s) \_\_\_\_\_

Project Street Address \_\_\_\_\_

Where a hearing concerns specific property, one (1) notice provided by the City shall be posted in a clearly visible location on each frontage of the subject property. Notice(s) shall be posted by the project applicant at least ten (10) days prior to the hearing or public hearing. The project applicant must insure the notice is maintained in good condition and must replace the notice within one (1) working day if it has fallen or has been removed, vandalized, or destroyed. All signs shall be installed on a wooden stake or inside or outside on the exterior of the existing structure. Posters are to be removed by the project applicant within seven (7) days following final City action on the project application. Posting of signs on utility poles, light poles, or in the public right-of-way is prohibited.

***By signing below the project applicant certifies under penalty of perjury that the property has been posted at the indicated addresses at least ten (10) days prior to the public hearing.***

***Said posting was completed on \_\_\_\_\_;  
at the following locations:***

\_\_\_\_\_  
\_\_\_\_\_, ***and***  
\_\_\_\_\_.

***The project applicant further certified under penalty of perjury that the notice(s) was/were field checked on each working day, and if necessary, replaced.***

\_\_\_\_\_  
PROJECT APPLICANT OR REPRESENTATIVES' NAME  
(Print or Type)

\_\_\_\_\_  
CERTIFICATION DATE

\_\_\_\_\_  
PROJECT APPLICANT OR REPRESENTATIVE'S  
SIGNATURE

\_\_\_\_\_  
REPRESENTATIVE'S ADDRESS  
(If different from Project Applicant)

\_\_\_\_\_  
REPRESENTATIVE'S TELEPHONE  
(If different from Project Applicant)