



COMMUNITY DEVELOPMENT

PLANNING DIVISION
701 Laurel Street

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PUBLIC NOTICING POLICY FOR DEVELOPMENT PERMIT APPLICATIONS REVIEWED BY THE PLANNING COMMISSION AND/OR CITY COUNCIL

The following public noticing procedures apply to all applications for development permits that require review by the Planning Commission and/or City Council. Development permit applications include the following: use permits, variances, architectural control, conditional development permits, planned development permits, General Plan amendments, Zoning Ordinance amendments, Zoning Map amendments, minor subdivisions, and major subdivisions.

1. Within seven (7) days of receipt of a formal application, the application will be assigned to a project planner and a notice prepared and posted to the Notices page on the City's website. The notice will include the following information:
 - Name of the applicant
 - Address of the project
 - Brief description of the proposal
 - Copies of the site plan and all elevations
 - Name, email and phone number of project planner
 - QR Code

2. Within seven (7) days of receipt of formal application, a postcard notice will be mailed to all residents, businesses, and property owners within a minimum of 300 feet of the project site. The postcard will include the following information:
 - Name of the applicant
 - Address of the project
 - Name, email and phone number of project planner
 - Link to the City of Menlo Park website, Notices page for details, which will also contain a link to subscribe to future updates to the Noticing page
 - QR Code

3. At least 18 days prior to the Planning Commission or City Council meeting date (three Thursdays before the meeting date), a notice will be placed with a local newspaper used to publish official notices for the City of Menlo Park (currently *The Daily News*) for publication and posted on the City's web site. The notice would be published 12 days before the meeting date.
4. At least 18 days prior to the Planning Commission or City Council meeting date (three Thursdays before the meeting date), a notice announcing the date and time of the meeting will be mailed to all residents and property owners within 300 feet of the project site and posted on-line on the Notices page of the City's website. The mailed notice should provide information that substantial changes have been made and a link to the Notices page to view the changes. The on-line notice should include highlighted language notifying readers of substantial changes made to the plans since the submittal and preparation of the first notice.

Amendment to Policy:

This policy may only be amended or revised by action of the City Council, with input from the Planning Commission. The City Council shall give public notice of any proposed changes before amending or revising the policy.

Adopted by: City Council

Date: May 10, 2005

Amended by: City Council

Date: June 12, 2012