



Public Notification Process for Hearings and Neighborhood Meetings

Welcome to the City of Concord. The Permit Center involves the Planning, Engineering, and Building Divisions and the City Clerk's Office. When a proposed project requires a public hearing, tenants and property owners in the surrounding area must be notified 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 items you must accomplish to have a complete application for a public hearing. If you have questions about your application or the notification process, please contact the Planning Staff at (925) 671-3152 for assistance.

If a project requiring a public hearing and public notification is located near or within a property containing a multi-tenant building or center, all owners and tenants/occupants of the multi-tenant building or center must be notified of the hearing.

Notification is sent to all property owners and tenants within a specified distance from the property line boundaries of the project site. 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.

100 Feet *(Generally requires one mailing)*

- Large Family Day Care Homes
- Appeals of the above

300 Feet *(Generally requires one mailing)*

- Residential projects, including minor subdivisions (one to four lots) and major subdivisions (of five to 24 lots/units), up to 24 units or lots
- Office projects to 10,000 square feet
- Commercial and Industrial projects to 20,000 square feet
- Variances
- Historic landmark determinations
- Design Review Board (only when first discretionary action)
- Appeals of any of the projects listed immediately above

- Projects not listed under “100 feet, 400 feet, or 500 feet”

400 Feet (*Generally requires one mailing*)

- Antennas and wireless communications facilities
- Appeals for antennas and wireless facilities

500 Feet (*Generally requires two mailings*)

- General Plan Amendments
- Specific Plans and Specific Plan Amendments
- Municipal Code Amendments
- Rezonings
- Prezonings
- Residential projects, including subdivisions, over 24 units or lots
- Office projects over 10,000 square feet
- Commercial and Industrial projects over 20,000 square feet
- Appeals of any of the projects listed immediately above

Posting of 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(s) 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 ten (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 five (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 they 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 your project, you must remove the poster(s) 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.

Neighborhood Information Meetings

One of the most important steps in the notification process is communicating the specific details of a proposed project to the residents, property owners, and business operators in the vicinity of that project. The City strongly encourages the project applicant to organize a neighborhood meeting. This is very important because it is your opportunity to provide accurate information to your neighbors about the proposed project before there is a hearing, and it allows the neighbors to get more involved in the project as well. You must inform the Planning Division of the date, time and place of the meeting so the staff planner can attend the meeting. The following information is offered as a guide for successful neighborhood meetings.

When? The neighborhood meeting should 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 usually the most suitable for residential projects. Day meetings are usually more suitable for commercial projects so that business operators surrounding the project will be more likely to attend. City staff can work with you to schedule an appropriate meeting place and time. Meeting notices should be mailed out 14 days in advance.

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.

Who should be notified? The same 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? A representative from the City staff must attend the meeting, preferably the Project Planner, and will provide introductions and relevant information regarding the hearing process, hearing dates, and any other general information. The applicant is responsible for presenting the development proposal.

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

Public Notification Checklist

The project applicant should check to see if the items listed below have been completed:

- Neighborhood Meeting scheduled and conducted.
- Certification of Posting of Notice (to be turned in by project applicant no later than 5:00 PM on the day of the public hearing).

City staff is responsible for the following:

- Providing posters to the project applicant to post at the project site. The cost/fee for posters is \$12.00 each.
- Providing notices and mailing the notice to all property owners and all tenants within the notification area for both the neighborhood meeting and public hearing.
- Printing the notice in the newspaper (if necessary).
- Posting the agenda at City Hall.
- Assisting the project applicant on organizing a neighborhood meeting.
- Attending the neighborhood meeting.



CERTIFICATION OF POSTING OF NOTICE

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)