

Noticing Requirements for Planning and Zoning Cases - City of Santa Clara

Item	Whom	When	Where	Contents
Notice of Planning Commission's public hearing to change the zoning ordinance	General public	At least ten (10) days before the hearing	Publish in newspaper of general circulation in the city	Date, time, and location of hearing; identification of hearing body or officer; general explanation of the matter; general description of location of property at hand
Notice of Planning Commission's public hearing to change the zoning ordinance	Persons who file a written request for notice	At least ten (10) days before the hearing	Mail	Date, time, and location of hearing; identification of hearing body or officer; general explanation of the matter; general description of location of property at hand
If an applicant's proposal changes the permitted uses (for example: using residential property for commercial purposes) or intensity of uses (for example: the number of dwelling units per acre, or for non-residential sites, the floor area ratio).	Property owner or agent and project applicant	At least ten (10) days before the hearing	Mail or deliver	Date, time, and location of hearing; identification of hearing body or officer; general explanation of the matter; general description of location of property at hand
If an applicant's proposal changes the permitted uses (for example: using residential property for commercial purposes) or intensity of uses (for example: the number of dwelling units per acre, or for non-residential sites, the floor area ratio).	Property owners within 300 feet of the property, as indicated by the most recent County of Santa Clara assessment records.	At least ten (10) days before the hearing	Mail or deliver	Date, time, and location of hearing; identification of hearing body or officer; general explanation of the matter; general description of location of property at hand

Source: California Government Code 65853, 65854, 65090, 65091, 65092, 65094
 Retrieved from: <http://www.californiacityclerks.org/assets/Conference/guidelines%20for%20public%20notice%202015-c2.pdf>