



## MAILING LIST AND LABELS—INSTRUCTIONS FOR PROPERTIES WITHIN 300 FT. OF THE COUNTY BOUNDARY

If you are filing an application for a property that is within 300 ft. of the County boundary and notice to neighboring property owners is required, you must prepare mailing labels for properties in the adjacent county. These labels will be used by the Santa Clara County Planning Office to send the notice of the public hearing for your application. The labels will be affixed to the notice of hearing and mailed to neighboring property owners in the adjacent county. A copy of the labels will be retained in the file to verify the names on the labels.

Requirements for the mailing labels:

- Assessor Parcel Number (APN), name and mailing address of any affected property owner.
- Typed or legibly printed.
- Labels must be self-adhesive and on label sheets. Loose labels will not be accepted.
- Envelopes will not be accepted.
- Place an asterisk ( \* ) next to name of adjoining property owner.
- Include parcels in the adjacent county only. The Santa Clara County Planning Office will prepare labels for properties within Santa Clara County.

Sample  
Label

APN 000-00-000  
Sample A. Name  
1234 Any Street  
Any City CA 98765

APN maps of affected properties in the adjacent county must be included. See reverse for instructions.

Mailing labels are available at most stationary stores or are available from the Planning Office for \$ .25 per sheet (33 labels per sheet 1" x 2 3/4").

### Statement by Owner/Applicant

I am the owner/applicant and have prepared the mailing labels according to the requirements of Santa Clara County. If the mailing labels are inaccurate or illegible, I understand that my application will not be processed or the approval may be invalidated.

\_\_\_\_\_  
Owner/Applicant

\_\_\_\_\_  
Date

## About the Mailing List

This mailing list must contain the names, addresses, and Assessor's Parcel Numbers (APNs) of property owners in the adjacent county, which are legally entitled to be notified of the application. In most cases this means owners of property within 300 ft. of the subject parcel(s) boundary. However, when an application for Building Site Approval in the HS, RHS or R1E zoning districts pertains to land with an average slope of the proposed developed area greater than or equal to 30% (see handout), a 500 ft. radius from the subject parcel(s) applies.

The required assessor parcel maps and ownership information for this mailing list may be obtained from the County Assessor's Office of the adjacent county. Using the Assessor's Parcel Maps, measure the scale equivalent of 300 ft. (500 ft., if applicable) from the outer boundary of the parcel(s) affected by this application. Make a note of all APNs within this radius. Look up ownership information for these APNs which contain the most recent names and addresses, and copy it onto the mailing list. An asterisk (\*) must be placed next to the names of all adjoining property owners

All Assessor's Parcel Maps required to produce this mailing list must be submitted along with the application to verify the accuracy of the mailing list.

