

**City of Milpitas
Planning Division**

455 E. Calaveras Blvd., Milpitas, CA 95035
Telephone: 408-586-3279 • Fax: 408-586-3293
www.ci.milpitas.ca.gov

**Affidavit of
Notification and Mailing**

Notification Requirements:

1. The Milpitas Municipal Code Section XI-10-64 requires that public hearing notification be sent to **all property owners and residential renters up to 1,000 feet of any property (depends on entitlement)** seeking certain permits/applications from the City, as well as to the property owner(s) and applicant(s) of the subject parcel/project.
2. Staff is responsible to provide the applicant:
 - An accurate list of addresses based on the recent property tax assessment rolls from the County of Santa Clara for property owners;
 - A list of addresses of residential tenants for affected property; and
 - A copy of the public notice.
3. It is the responsibility of the **applicant** to provide at the request of the City's project manager, but at least 11 days prior to the date of the public hearing:
 - A set of stamped envelopes for every public or community hearing required for the project addressed to all required property owners and residential renters;
 - Each envelope shall contain a copy of the public hearing notice; and
 - This Affidavit form, completed and signed. The "Procedure for Notice of Public Hearing" handout provides more details on preparing your materials.
4. Failure of the property owner or occupant/resident to receive the notice, provided their name appears on the submitted list, **shall not invalidate** the application.

To be Completed by the Applicant:

I, the undersigned, do hereby declare that a public notice for the project was included in _____ envelopes.

Applicant Signature: _____ Date: _____

To be Completed by City of Milpitas Staff:

I, the undersigned, do hereby declare that I did mail copies of the "Notice of Public Hearing" to those property owners and residential renters whose names and addresses supplied by this office, as required by the Government Code and the Milpitas Municipal Code.

Staff Signature: _____ Date: _____

Project: _____

Rev. Dec. 2011

Milpitas Municipal Code XI-10-64.04