

Mailing Label Procedures

Mailing labels, when required, shall be submitted by the project applicant at time of submittal, or as directed by the Project Planner, in advance of the scheduled hearing date.

1. Mailing labels must be prepared by a title company, Santa Clara County, or another qualified source that can provide a list of current property owners of record within the mailing radius.
2. The mailing labels shall contain the following elements:
 - a. Mailing List for all owners of properties within a 500' radius of the project site.
Provide property owners only. Gilroy does not send public hearing notices to occupants.
 - b. Map showing the subject property and all properties within the 500' radius.
 - c. Mailing Labels provided on Avery 5160 or equivalent in size (3 sheets).
 - d. Title company representative or applicant signed affidavit (attached).
3. Labels shall be prepared within 6 months of the scheduled hearing date. Therefore, it is recommended that labels should be provided after the application has been accepted as complete.

PUBLIC NOTICE AFFIDAVIT

I, (print name) _____

hereby certify that the attached lists contain the names and addresses of all property owners as they appear on the latest available assessment roll of the County of Santa Clara within 500 feet of the exterior boundaries of the project property.

I certify, under penalty of perjury, that the foregoing is true and correct.

(Signed) _____

Title _____

Company _____

Address _____

Phone _____

Check one: Agent Owner Other

Date _____

Permit No(s). _____