



## BUSINESS NOTIFICATION INSTRUCTIONS FOR COMMERCIAL DEVELOPMENT APPLICATIONS

Los Altos City Council Resolution No. 96-24 requires that a commercial development project shall provide mailed notification to both property owners and business tenants within the public notification area as required by the Zoning Code. To comply with this requirement, applicants must provide a mailing list of all business tenants within their project's notification area. Additional postage paid postcards and address labels for these business tenants shall also be submitted.

The types of applications which would require business tenant notification, in addition to property owner notification, includes design review, variances, zoning changes and/or general plan amendments associated with commercial, multiple-family and mixed-use development projects.

The project applicant is solely responsible for ensuring the completeness and accuracy of the business tenant notification list. The tenant notification requirements are summarized below:

1. Only business tenants located within the project notification area need to be notified.
2. If a property owner is also a business tenant, a duplicate address is not required. This saves both postage costs and City staff time.
3. A list of the business tenants which are on the notification mailing list must be provided to the City at the time that the application is submitted. City staff will prepare the property owner mailing list.

**NOTE: When preparing the address labels to business tenants, if there is uncertainty about the business that occupies a space, title the recipient as "current tenant" to ensure that the notice is not forwarded.**

The City is aware that providing notice to business tenants involves additional time, effort and expense for applicants. However, the City feels that full notification and open communication are an important part of the project review process. You are encouraged to meet with the property owners and business tenants in the vicinity of your project early on the process to help facilitate open communication and address issues and concerns if possible.