



TOWN of PORTOLA VALLEY

Town Hall: 765 Portola Road, Portola Valley, CA 94028 - Tel: (650) 851-1700

Neighbor Notification Letter

To be completed by project applicant

Project Address: _____

Dear Neighbor,

I am proposing to _____ at the above address and would like to provide you with an opportunity to review the proposal and provide comments. I am contacting my immediately adjacent neighbors before I submit my application to the Town of Portola Valley for review. The Town asks that I distribute this form and invites you to comment early in the review process. If you would like to view the plans and discuss the proposal, please contact me (information below).

I plan to submit my application on _____ (date). The plans will be available for review at Town Hall once my application is submitted. Please contact Town Planning staff at planbuild@portolavalley.net for assistance. As part of its review of my application, the Town will send a public notice letting you know how to provide comments and the review schedule moving forward.

Please Note: Until approved, plans are preliminary and may change as a result of project modifications requested by either the applicant or the Town. If you have further questions, concerns or interest, please contact me.

Applicant Name: _____ Date: _____

Signature: _____

Applicant Address: _____

Phone: _____

Email: _____



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Town Hall: 765 Portola Road, Portola Valley, CA 94028 - Tel: (650) 851-1700

Neighbor Notification Certification

To be completed by project applicant

Project Address: _____

- I hereby certify that I sent or delivered this Neighbor Notification Form to all immediately adjacent neighbors, as identified by the Town of Portola Valley, on _____, before I submitted my application.

- I hereby certify that I made reasonable efforts to make myself and the project plans available to my neighbors when they expressed interest.

Applicant Name: _____ Date: _____

Signature: _____

Applicant Address: _____

Phone: _____

Email: _____