

**City of Saratoga
Neighbor Notification Form**

Project Address: _____

A project is proposed at the above address. The City asks that you sign this form to indicate you have had an opportunity to review and comment on the proposal. Your signature is not an *acceptance* of the plans, only an acknowledgement that you have had an opportunity to comment.

IMPORTANT NOTE FROM CITY: These plans are PRELIMINARY ONLY and may change as the project moves forward. Architectural Plans are protected under copyright law. The applicant should allow you to *view* the plans but is not required to give you a physical copy.

Once the application is submitted, you may review a full sized set of plans at City Hall during normal business hours. The applicant should inform you when the plans will be submitted.

Please contact the City at 408-868-1222 if you have any questions.

This notice is being provided to all of the adjoining property owners and the property owner(s) across the street from the project address. The City will send an additional notice to adjacent neighbors prior to a decision being made on the project.

Neighbor Name: _____ Date: _____

Neighbor Address: _____

Neighbor Contact Info: (phone or email): _____

- *This enables the City to contact you if they have any questions*

Please address any initial concerns below (attach additional sheets if necessary):
Feel free to mail this form directly to the City:
City of Saratoga Planning Department; 13777 Fruitvale Avenue; Saratoga CA 95070

My signature below certifies that I am *aware* of the proposal.

NEIGHBOR SIGNATURE: _____