



TOWN OF  
**SAN ANSELMO**  
EST. 1907

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**NEIGHBOR ACKNOWLEDGEMENT FORM**

*The Town seeks to maintain a sense of community, preserve neighbor relations, and avoid appeals of planning decisions. The Town has found that requiring early conversations between neighbors allows neighbors to work out issues prior to a public hearing and results in the fewest appeals. The Town requires written acknowledgement that an applicant has reviewed the project with the owners and occupants of all abutting property, including property across any street.*

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**Project Address and Assessor's Parcel No.** \_\_\_\_\_

**Applicant(s)/Owner(s)** \_\_\_\_\_

**Date of Plans Reviewed** \_\_\_\_\_

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**NEIGHBOR ACKNOWLEDGEMENT**

*If you have any concerns with this application, the Town encourages you to discuss them with the applicant. If the concerns are not resolved, the Town invites you to discuss the concerns with staff and submit written comments on the project.*

I am a neighbor of the project site. The applicant has reviewed the project plans with me, and I understand the scope of work.

Neighbor Name(s) \_\_\_\_\_

Neighbor Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

Neighbor Address \_\_\_\_\_

Neighbor Phone Number and Email \_\_\_\_\_

Comments (optional) \_\_\_\_\_

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*Note: the information on this form will become part of the public record for this project and providing personal information is optional.*

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