



## NOTICE OF APPLICATION SUBMITTAL

### CITY OF MENLO PARK PLANNING DIVISION

NOTICE IS HEREBY GIVEN that the Planning Division of the City of Menlo Park, California has received a formal application for the following proposal:

Use Permit & Variance/Sunil Chokshi/923 Theresa Court:

Request for a use permit to construct first and second floor additions and perform interior and exterior modifications to an existing nonconforming, single-story, single-family residence on a substandard lot in the R-1-U (Single Family Urban Residential) zoning district. The value of the proposed work would exceed 50 percent of the replacement value of the existing nonconforming structure in a 12-month period and therefore requires a use permit. The proposal also includes a variance request to legalize the existing nonconforming, ground-floor front setback, for the purpose of reconstructing eaves. The project also includes a new ground floor accessory dwelling unit (ADU), which is a permitted use.

The application will require review and action by the Planning Commission at a scheduled public meeting. The date of the public meeting has not yet been determined. Once the proposal is scheduled for a specific meeting date, a second notice will be mailed with specific information on the meeting date, time and place. The second notice will be mailed 15 days prior to the meeting date.

The project file may be viewed by the public on weekdays between the hours of 7:30 a.m. and 5:30 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday, with alternate Fridays closed, at the Community Development Department, 701 Laurel Street, Menlo Park, California.

Please find attached to this notice, copies of the project plans and site information as submitted by the applicant. City staff has not completed review of the plans and site information as of the date of this notice. As a result of City staff review and public comment, the preliminary plans may be revised prior to any public meeting on this proposal. If you are interested in viewing revised project plans, they will be available for review at the City offices one week prior to the Planning Commission meeting, which will be advertised in the public hearing notice, and attached to the hard copy of the staff report which will be available on the Thursday prior to the meeting.

Please contact Senior Planner Kaitie Meador at [kmmeador@menlopark.org](mailto:kmmeador@menlopark.org) or 650-330-6731 if you have any questions or comments. The Planning Division encourages submittal of comments and questions by May 7, 2021, in order for staff and the applicant to fully consider all comments and questions prior to the preparation of the staff report. Written correspondence is typically considered a public record and may be attached to staff reports, which are posted on the City's web site.

*Si usted necesita más información sobre este proyecto, por favor llame al 650-330-6702, y pregunte por un asistente que hable español.*

