

Stormwater Assessment District Intake Form

ATTACHMENT 3

PROBLEM

A. Please describe the drainage issue.

B. What is your concern to be addressed?

- ☐ Property damage ☐ Property access ☐ Blockage of through traffic
☐ Health / safety concerns with standing water ☐ Other: _____

C. Photos of the drainage condition or effects on property: ☐ Attached ☐ None available

PROPERTIES AFFECTED

A. Your address (*street name & number*) and APN if available:

B. Where is the drainage issue located in relation to your property?

C. Addresses of any nearby affected properties:

D. Google Earth snip pictures of the affected properties: ☐ Attached ☐ None available

CONTACT INFORMATION

Your name: _____

Address: _____

Phone: _____

Email: _____

Are you willing to serve as a Spokesperson to the City to coordinate communication with other affected property owners?

- ☐ Yes, I will serve as Spokesperson ☐ No



City of
LOS ALTOS

Office of the City Manager
Phone: (650) 947-2740
Email: administration@losaltosca.gov

Stormwater Assessment District Survey 1

ATTACHMENT 3



Dear property owner,

The City of Los Altos has created a community-based process to assist property owners address stormwater issues affecting local areas. An overview of this process can be found on the City's website at <https://www.losaltosca.gov/publicworks/page/stormwater-assessment-district-process>.

Members of your community have requested the City of Los Altos to evaluate the formation of a Stormwater Assessment District to address certain drainage conditions in your area. The community spokesperson coordinating the process with the City is [Name] and can be contacted at [Contact Information].

The purpose of this survey is to inform you of your community's interest and to confirm your support of a proposed Stormwater Assessment District.

If the City receives support from 80% of the affected property owners, it will continue to pursue the Stormwater Assessment District. This will mean creating preliminary project plans, developing cost estimates, studying the potential benefits the project will produce, and calculating preliminary costs assigned to each parcel.

When that work is complete, all this information will be provided to the affected property owners in a subsequent survey. This second survey will need 70% of the affected property owners to support the proposed Stormwater Assessment District prior to taking the next steps.

The attached pages provide you with the information the City has so far. If you disagree with any of the information on the attached pages, please reply using the space on page 2 so the City can more accurately address the drainage issue. If you agree and have additional information or comments, please use the space on page 2 to provide details.

The attachments include:

- Description of the drainage problem
- Description of the affected area
- Map of the affected area



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PAGE 1

Stormwater Assessment District - Survey 1 *(continued)*

Please indicate your support:

☐ YES

☐ NO

PROPERTY OWNER COMMENTS:

Property Owner Name

Property Owner Signature

Property Address: _____



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Stormwater Assessment District

Survey 2

ATTACHMENT 3



Dear property owner,

The City of Los Altos has created a community-based process to assist property owners address stormwater issues affecting local areas. An overview of this process can be found on the City's website at <https://www.losaltosca.gov/publicworks/page/stormwater-assessment-district-process>.

Members of your community requested the City of Los Altos to evaluate the formation of a Stormwater Assessment District to address certain drainage conditions in your area. The community spokesperson coordinating the process with the City is [Name] and can be contacted at [Contact Information].

[XX%] of your community requested the City to continue pursuing the formation of a Stormwater Assessment District in reply to survey 1 (which was mailed to the community on [Date]). The purpose of this survey is to provide you with the results of the City's work and to confirm your support for continuing to pursue a proposed Stormwater Assessment District.

If the City receives support from 70% of the affected property owners in this survey, it will continue to pursue the Stormwater Assessment District. This will mean a continued investment to design the project, refine the costs, prepare an engineer's report, and begin the formal proceedings to form the Assessment District. The proceedings will comply with all legal requirements and include a public hearing, notices and the right to cast a ballot to support or oppose the actual formation Assessment District.

The attached pages provide you with the information the City has developed. This information is not expected to materially change. If you disagree with any of the information on the attached pages, please reply in this survey so the City can more accurately address the drainage issues and create a workable solution.

The attachments include a description of the drainage problem, a description of the proposed project to solve the problem, the estimated project construction timeline, the estimated total project cost, the estimated cost assigned to this parcel, the estimated annual cost for this parcel, the estimated duration of the collection of the assessment, and a map of the affected area.

Supporting the project at this point in no way obligates anyone to cast their ballot in support of the formation of the Assessment District. Final cost information for each parcel will be provided throughout the formal public process and will also be included in the Notice and Ballot package that will be mailed to each affected property owner.

Please comment on the information provided here and attach any additional information as needed.



Stormwater Assessment District - Survey 2 (continued)

Please indicate your support: ☐ YES ☐ NO

PROPERTY OWNER COMMENTS ON THE ATTACHMENTS:

Property Owner Name

Property Owner Signature

Property Address: _____



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Stormwater Assessment District Formation Application

ATTACHMENT 3

(To be completed by the Community Spokesperson.)

SPOKESPERSON INFORMATION

Name: _____

Address: _____

Phone: _____

Email: _____

SUMMARY OF PROBLEM

A. Please describe the community's drainage issue:

B. What is the community's concern to be addressed?

- ☐ Property damage ☐ Property access ☐ Blockage of through traffic
☐ Health / safety concerns with standing water ☐ Other: _____

C. Photos of the drainage condition or effects on property: ☐ Attached ☐ None available

PROPERTIES AFFECTED

A. Listing of the community's affected property addresses / APNs (if available):

B. Where is the drainage issue located in the community?

C. Listing of properties supporting your representation as the Community Spokesperson:

Attach pages as needed; state "SEE ATTACHED."



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