

**Neighbor Acknowledgment Form
(Secondary Dwelling Unit – Setback Reduction)**

If a reduced interior side or rear setback has been approved by the contiguous property owner(s), please submit a Neighbor Acknowledgment Form for each applicable contiguous property. The below is sample text that contains the appropriate information to be included. This language may be copied and formatted as needed.

The statement shall be notarized by the property owner(s) listed on the title of the property.

I (We), _____, own the property at _____, and approve of a reduced setback of _____ (insert approved setback, but not less than 5 feet) from the required setback of _____ (insert Zoning District's required setback) feet for the development of a new secondary dwelling unit located at _____. This reduced setback will be contiguous to my (our) shared property line. I (We) understand that the approval of the reduced setback is voluntary.

If approval of the reduced setback is contingent upon a specific site plan and/or other design feature, please include a specific reference to the plan in the acknowledgement form and attach the plan as an exhibit. The plan must be signed and dated by both the property owner(s) and contiguous property owner(s).

My (our) approval is contingent upon _____ (state reason) as shown in the attached plan.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

STATE OF CALIFORNIA }
 }
COUNTY OF SAN MATEO }

On _____ before me, _____, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____
 Signature of Notary Public

