

City of Santa Ana
Planning Commission Disclosure Form
Ex Parte Communications



The City of Santa Ana is committed to providing public access to local government and to ensuring that all members of the public have the opportunity to participate fully in the decision-making process. The City's Code of Ethics and Conduct contains policies regarding individual contact and contact with those who have business before the Commission. In addition, the State Open Meeting Laws (the Ralph M. Brown Act), as well as laws governing ex parte communications and due process, require the disclosure of any information garnered outside of the public hearing process in order to ensure that the "public's business is conducted in public."

Instructions

- This form is intended to help you make full disclosure of ex parte communications that occur prior to or during a public meeting for matters which come before the Planning Commission for discretionary action.
- The form must be completed as soon as possible after the ex parte contact occurred and shall include a full and complete description of the communication.
- Please fill out a separate form for each communication (telephone conversation, e-mail, in-person meeting, site visit or other contact).
- A copy of this disclosure form, along with copies of any e-mails or written correspondence that do not indicate that they were also sent to the Planning Commission Secretary, must be submitted prior to the beginning of the public meeting. Failure to do so could result in an action by the Planning Commission.
- If you receive a request for contact, but decline or do not reply, you need not disclose this information.

Commissioner's Name _____

Project Name _____

Project Address _____

Name of Person(s) Involved in Communication _____

Date of Contact _____ Type/Location of Contact _____

Contact initiated by: Applicant Member of the public Planning Commissioner

Item/issues discussed in meeting/evidence received (attach additional sheets if necessary)

FOR THE USE OF THE PLANNING COMMISSION SECRETARY

Received by _____

Date received _____

Date of action _____

Item Agenda No. _____