



CITY OF CAMPBELL  
Community Development Department

**OFFICIAL DIRECTOR INTERPRETATION**  
**No. 11**

Municipal Code Sections – 21.25 (Two-Unit Housing Development)

Purpose of Interpretation – The purpose of this interpretation is to determine what documentation, other than evidence of claiming of the Homeowners’ Exemption on the Santa County assessment roll, shall be considered sufficient evidence that housing has not been occupied by a tenant in the last three years for purposes of finding compliance with Chapter 21.25 (Two-Unit Housing Development) of the City of Campbell Zoning Code.

Administrative Procedure – In accordance with Section 21.02.020.A. (Authority) the Community Development director has the responsibility and authority to interpret the meaning and applicability of all provisions and requirements of the Zoning Code. Further, whenever the community development director determines that the meaning or applicability of any of the requirements of the Zoning Code are subject to interpretation generally, or as applied to a specific case, the community development director may issue an official interpretation.

Specific Case: The City has been approached by a property owner which did not claim the Homeowner’s Exemption but has asserted that the housing proposed for demolition in conjunction with their permit request has not been occupied by a tenant in the past three years. As the owner did not claim the Homeowners’ Exemption, the proposed housing development project would be ineligible for review and processing under the provisions of Chapter 21.25 (Two-Unit Housing Development) unless an alternative means of documentation may serve to equally to satisfy the requirements of the Zoning Code.

Interpretation – In consideration of the requirements of the Chapter 21.25 (Two-Unit Housing Development) of the Zoning Code, the Community Development Director finds that the signing of a Declaration under Penalty of Perjury, as set forth in Exhibit A, is an equivalent and alternative of demonstrating compliance with the requirement to claim a Homeowners’ Exemption as sufficient evidence that housing has not been occupied by a tenant in the last three years.

Effectiveness – This Interpretation is issued in accordance with Chapter 21.02 (Interpretation of Provisions) of the Campbell Municipal Code and shall be effective on the date identified below.

  
\_\_\_\_\_  
Rob Eastwood  
Community Development Director

6-24-2024  
Date



CITY OF CAMPBELL  
Community Development Department

**Declaration under Penalty of Perjury**

I, \_\_\_\_\_, hereby declare as follows:

**1. Declarant Information:**

- Full Name: \_\_\_\_\_ [First and Last Name]
- Property Address: \_\_\_\_\_ [Street Address, City, State, Zip]
- Phone Number: \_\_\_\_\_ [Number]
- Email Address: \_\_\_\_\_ [Email Address]

**2. Ownership:**

- I am the current owner of the property located at the address specified above or I am a duly authorized individual who may sign on behalf of the property owner, a corporation, non-profit organization, limited liability company, or partnership that has a controlling ownership interest in the property.

**3. Occupancy Status:**

- To the best of my knowledge and belief, the aforementioned property has not been occupied by any tenant or any person under any rental or lease agreement for the past three (3) years, from the date this Declaration is executed on to the present date.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on \_\_\_\_\_ [Month, Day, Year] at City of Campbell, California.

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[First and Last Name]

**Instructions for the Declarant:**

- Replace all placeholders (e.g., [Full Name], [Street Address], [State], etc.) with the appropriate information.
- Sign and date the declaration in the presence of a notary public.