



THE CITY OF SAN DIEGO

# HOW TO OBTAIN Public Noticing Information

CITY OF SAN DIEGO DEVELOPMENT SERVICES DEPARTMENT  
1222 FIRST AVENUE, MS 301, SAN DIEGO, CA 92101  
CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION.

INFORMATION  
BULLETIN  
**512**  
MARCH 2001

A Public Notice Package is required for all actions requiring a Notice of Future Decision, Notice of Application or a Notice of Public Hearing (see Land Development Code Section 112.0302). The Land Development Manual, Project Submittal Requirements identifies when a Public Notice Package is required. This bulletin is provided to assist applicants in preparing the Public Notice Package.

## I. PUBLIC NOTICE PACKAGE

The Public Notice Package consists of:

1. Adhesive mailing labels identifying all property owners and residents within 300 feet of the property that is the subject of the application. If labels include over 200 names/addresses, please provide high-speed processing labels (continuous form, pin fed labels) in triplicate. These special labels can be processed faster and more efficiently than conventional 8 1/2" x 11" labels; thus reducing costs to the applicant.

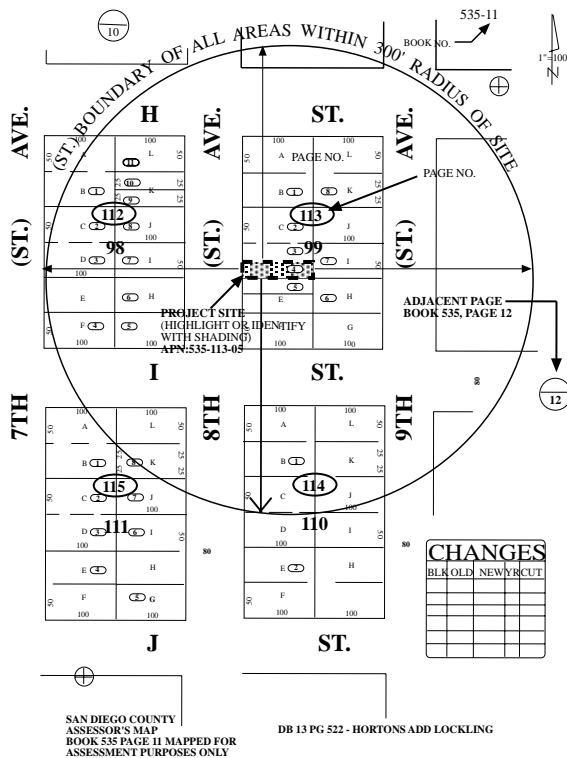
2. Assessor Parcel Maps outlining the 300-foot radius from the perimeter of the premise; and
3. A photocopy of both the property owner and resident mailing labels.

## II. WHERE TO GET THE INFORMATION

San Diego County Assessor map(s) are necessary to show each parcel of land located within 300 feet of the project site (see Figure 1). The County Assessor's Office (619-236-3771) will be able to assist in identifying the maps required and the parcels which need to be included. Once the parcels are identified, the County Assessor's Office may provide the property ownership list and mailing labels (see Figure 2) for a fee. A title company may also provide this service for a fee.

The resident list may be obtained by identifying those property owner addresses which are different from the address for the parcel number. In the case of a multiple tenant building, it may be necessary to obtain the list of suite numbers at the site for each resident. It is not necessary to provide the names of the tenants. Labels addressed to the tenant shall be addressed to "Resident" (see Figure 3).

Figure 1/Sample Noticing Radius



## III. ALTERNATIVE TO MAILED NOTICE

If the number of tenants and owners to whom notice would be mailed is greater than 1000 (unless the noticing is required for a Coastal Development Permit), notice may be given by an alternative means per Land Development Code Section 112.0302(c).

Figure 2/Sample Owner Mailing Label

440 750 12  
DOE JANE  
P.O. BOX 12345  
LA JOLLA CA 92037

Figure 3/Sample Resident Mailing Label

440 750 12  
RESIDENT  
9603 LA JOLLA FARMS RD  
LA JOLLA CA 92037

Printed on recycled paper. This information is available in alternative formats for persons with disabilities.

To request this document in alternative format, call (619) 446-5446 or (800) 735-2929 (TT).

Be sure to see us on the WorldWide Web at [www.ci.san-diego.ca.us/development-services](http://www.ci.san-diego.ca.us/development-services)