



PUBLIC NOTIFICATION PACKET INSTRUCTIONS

When submitting an application for an entitlement that requires public notification, the following items are required:

2 Physical Sets (along with electronic copies via e-mail/USB):

- Radius Map** – A map identifying all of the properties located within the required radius from the exterior boundaries of the project site. Each affected lot must be numbered (with the project site as number 1). The number assigned to each property will correspond to the addresses included in the mailing list (see attached example).
- Mailing List** – A list of the property owners within the required radius are from the project site. If the radius line touches any portion of the lot (or lot line) it must be included on the mailing list. The list must be numbered to correspond with the numbers assigned on the radius map, and must include the property owner's name, the property owner's mailing address, and the assessor parcel number for each lot. The property owner information provided must be obtained from the latest Los Angeles County Assessor's records (see attached example). Privately owned mapping agencies also provide this service for a fee.
- Mailing Labels** – Self-adhesive mailing labels on standard 8½" x 11" sheets with the names and mailing addresses of all property owners provided in the mailing list and the corresponding reference number from the mailing list. Please provide an additional mailing label for the applicant, owner of the subject site, and/or the architect (see attached example).
- Affidavit** – At the end of the mailing list a certification of the accuracy of the radius map, property owner information, and all other items submitted as part of the public notification requirements must be signed and attached to the list (see attached example).
- Additional Items** – If an alcohol related use is proposed within 300 feet of another alcohol use, residential use, religious facility, or healthcare facility; or within 1000 feet of a school (public or private), park, or playground, public notification materials shall include a radius map, mailing list, and mailing labels of all occupants / tenants within 500 feet of the site boundaries. Bona fide restaurants as defined in Section 17.61.020 are exempt from the additional notification requirements.

Property ownership information can be obtained from the following Los Angeles County Assessor offices:

Kenneth Hahn Hall of Administration
500 W. Temple St. Room 225
Los Angeles, CA 90012-2770
(888) 807-2111 (Toll Free)
(213) 974-3211
Monday through Friday,
8:00 am to 5:00 pm

East District Office
1190 Durfee Ave.
South El Monte, CA 91733
(626) 258-6001
Monday through Friday, 8:00
am to 5:00 pm

South District Office
1401 E. Willow St. Signal
Hill, CA 90755 (562)
256-1701
Monday through Friday,
8:00 am to 5:00 pm

West District Office
6120 Bristol Parkway
Culver City, CA 90230
(310) 665-5300
Monday through Friday,
8:00 am to 5:00 pm

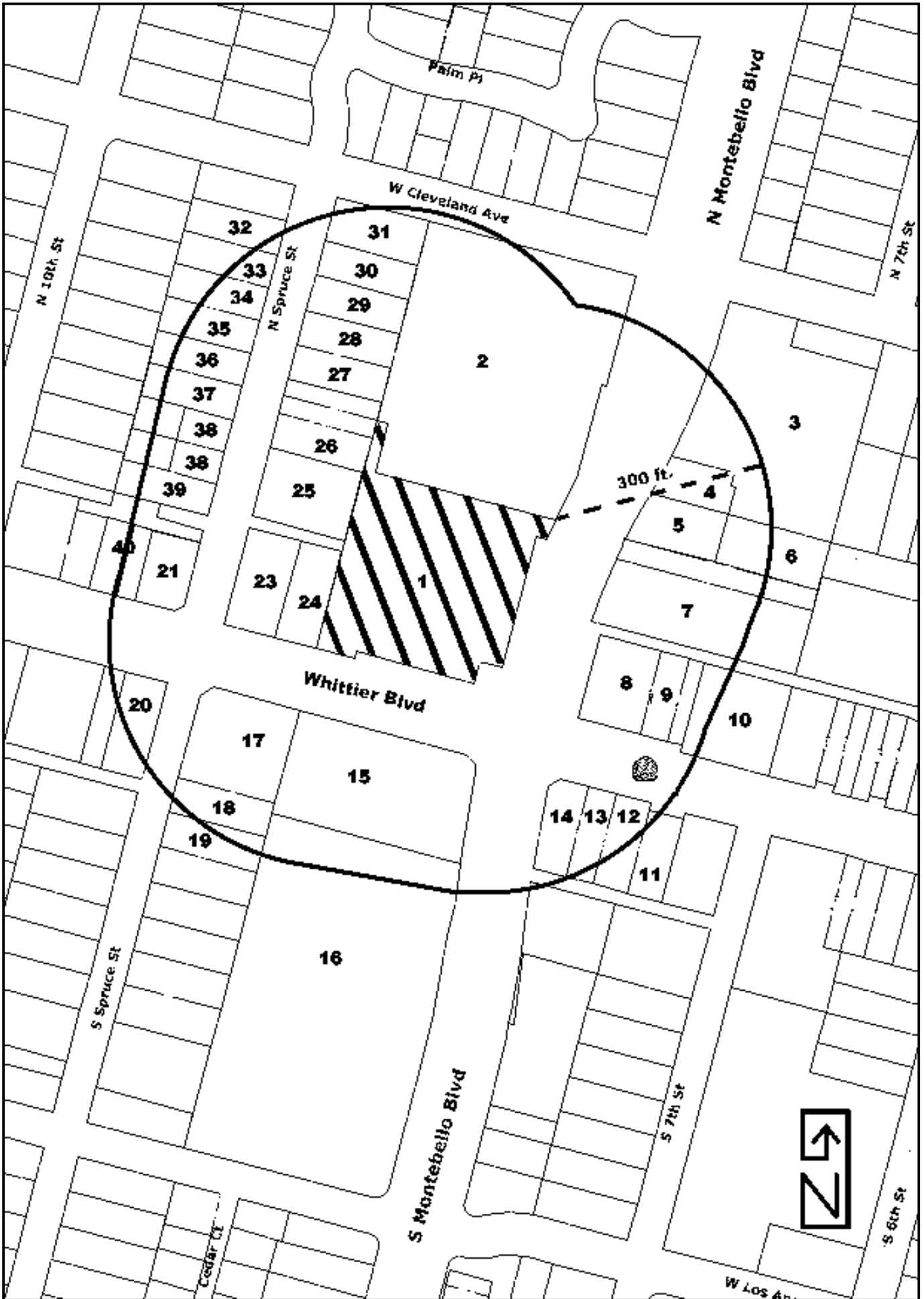
Listed below are businesses, which can provide you with mailing labels. This list contains the names of businesses we are aware of, and is not meant to be inclusive or complete, or imply a recommendation of these providers. You may use any other business which provides the same service.

Notification Maps
E-mail: sales@notificationmaps.com
Phone: 1-866-752-6266
Website: NotificationMaps.com

City Radius Maps
Robert Simpson
E-mail: Robert@cityradiusmaps.com
Phone: 1-818-850-3382

Please contact the Planning Division at (323) 887-1478 for any additional information related to the submittal of any Planning applications.

RADIUS MAP



MAILING LIST

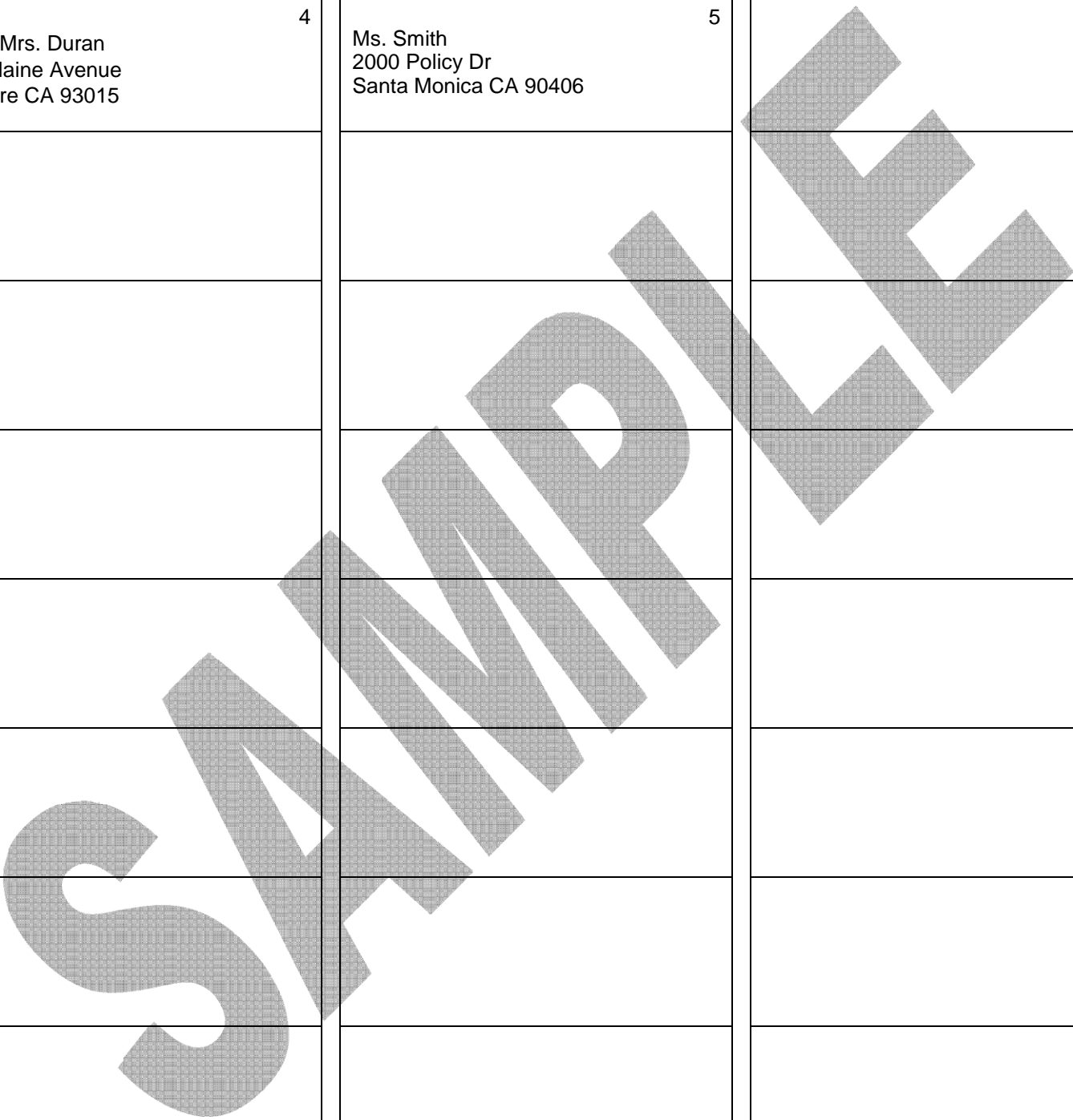
Project Address: 4321 Whittier Boulevard

Case # CUP 01-08

No.	Assessor Parcel #	Property Owner Name	Mailing Address
1	5432-012-789	Joe Property Owner	4321 Whittier Blvd, Montebello, CA 90640
2	5432-012-788	Sam Neighbor	4319 Montebello Blvd, Montebello, CA 90640
3	5432-012-787	Susie Friend	4317 Spruce St, Montebello, CA 90640
4	5431-009-123	Mr. & Mrs. Duran	311 Blaine Avenue, Fillmore, CA 93015
5	5431-009-001	Ms. Smith	2000 Policy Dr. Santa Monica, CA 90406
6	Etc.	Etc.	Etc.
7			
8			
9			
10			
11			
12			

MAILING LABELS

1 Joe Property Owner 4321 Whittier Blvd Montebello CA 90640	2 Sam Neighbor 4319 Montebello Blvd Montebello CA 90640	3 Susie Friend 4317 Spruce St Montebello CA 90640
4 Mr. & Mrs. Duran 311 Blaine Avenue Fillmore CA 93015	5 Ms. Smith 2000 Policy Dr Santa Monica CA 90406	



AFFIDAVIT

I/WE _____ HEREBY CERTIFY, under penalty of perjury, that on the _____ day of 20____, I/we prepared an ownership list and radius map for properties entirely and partially within _____ feet of the most exterior boundaries of the subject property at _____ (property address), which is being considered in the above referenced project. The property owner names and addresses provided on the mailing list and mailing labels were obtained from the latest available records of the Los Angeles County Assessor. These names are recorded in the records of the County Assessor as being the present owner and owners of the subject property and the property/properties within the required mailing radius, as specified in the Montebello Municipal Code.

I/we certify that said mailing list, radius map, and mailing labels are correct and accurate to the best of my knowledge. Any errors in this information will constitute an incomplete application and may invalidate its approval.

Signature Date

Signature Date

* Ownership rolls from other sources are not accepted.