



DPW

COUNTY OF SAN DIEGO
DEPARTMENT OF PUBLIC WORKS

NOTICE OF PROPOSED REMANDMENT OF A STREET, HIGHWAY, OFFER OF DEDICATION OR PUBLIC SERVICE EASEMENT

Project Number REL- _____ Date Filed _____

Community/Subregional Plan Area _____

Owner(s)/Applicant(s) _____

Project Location _____

Thomas Guide Map Book Coordinates _____ , _____

Request _____

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VICINITY MAP

////////////////////////////////////

A proposed remandment of access onto a Street, Highway, Offer of Dedication, or Public Service Easement has been filed with the Department of Public Works for property adjacent to or within 300 feet of property shown as being owned by you. If you have any comments or recommendation that you wish the Director to consider as part of the review of this proposal, please submit them in writing within 28 days of the date filed.

A public copy of the proposed remandment is on file with the Department of Public Works. For further details you may review the proposal at: Department of Public Works 5201 Ruffin Road, Suite D [M.S. O336] San Diego, California 92123. Case Specific Contact phone #: (858) _____



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COUNTY OF SAN DIEGO
DEPARTMENT OF PUBLIC WORKS

DEPARTMENT OF PUBLIC WORKS LAND DEVELOPMENT

FINANCIAL RESPONSIBILITY FORM

Date: _____ **PROJECT #:** _____

PERMIT # _____ **PERMIT TYPE:** _____

OWNER:

Name: _____

Mailing Address: _____

Phone Number: _____

Owner's Signature

Date

(Entered into KIVA: Date: _____ By: _____)
(Must be completed by LD Counter Staff)

FINANCIAL RESPONSIBLE:

Name: _____

Mailing Address: _____

Phone Number: _____

Owner's Signature

Date

(Entered into KIVA: Date: _____ By: _____)
(Must be completed by LD Counter Staff)

New _____ Change _____

This form must be completed at the time of submittal.



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PUBLIC NOTICE CERTIFICATION

I hereby certify that the names and addresses submitted with the Public Notice package for

_____ are those of the owners of record of the project site and of all properties

Case Number

Within _____ of the exterior boundaries of the property described in the application , and

Distance

that the Assessor's Parcel Number and ownership information were obtained from the latest adopted San Diego County Tax Roll, and any update thereto, maintained in the office of the San Diego County Tax Assessor on

_____, 20_____ .

I understand that if it is found that any of this information is incorrect, the public hearing may be declared null and void by the decision making body or the courts and the application may have to be refilled and the fee paid again.

Date

Owner or Agent

Print or type name and title of signator

This form must be completed at the time of submittal.



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DEPARTMENT OF PUBLIC WORKS

PUBLIC NOTICE PROCEDURE

BACKGROUND

Applications for certain permits or other discretionary actions require a public notice package with the application for the purpose of notifying nearby property owners. This notice provides the nearby property owners with an opportunity to determine the impact of the application upon their property and to express their concerns, if any, to the County.

WHAT YOU MUST PROVIDE

A public notice package **MUST** contain **ALL** of the following items:

1. **San Diego County Assessor's Plat(s)** showing the entire project site outlined in red with a green line encircling the property at a distance of 300 feet from the property line. Each parcel lying wholly or in part within the 300 feet shall have its number colored yellow with a "highlighter" pen or colored pencil. Assessor's Plats must be 11" x 17" (full size) and not reduced.
2. **Typed list of all affected property owners** (project site and parcels highlighted in yellow above) by Assessor's Parcel Number with name and address. NOTE: If there is more than one Assessor Parcel Number for the same owner, list all parcel numbers for that owner. The addressee **MUST** be the **PROPERTY OWNERS**, not the lessee or renter.
3. **Minimum twenty (20) different property owners** must be notified. Mailed notice shall be provided to the nearest 20 different property owners within 300 feet of the project site. If twenty different property owners cannot be found within 300 feet, the notice area shall be expanded until twenty property owners are available for notification. Assessor Plats and owners list are required for expanded notice area as per #1 and #2 above.
4. **One set of stamped (no postage meter allowed) and addressed (typed) 4 1/4" x 9 1/2" business size envelopes** for each property owner on the list. If a property owner has several parcels you need only submit one envelope with each set. No enclosed business cards are allowed. All envelopes shall have the following return address: 5201 Ruffin Road, Suite D [M.S. O336], San Diego, CA 92123.
5. **One set of gummed labels** on 8 1/2" x 11" sheets containing the names and addresses of all property owners. These labels are necessary for a possible appeal. The names on these labels must match the names on the typed list.
6. **Complete Public Notice Certification (DPW #514)**. This form, signed by the applicant, certifies that the names and addresses submitted with the public notice package are from the latest adopted San Diego tax roll.



APPLICANT'S GUIDE PREPARATION OF PUBLIC NOTICE PACKAGE

NOTE TO THE PUBLIC: Please use this Applicant's Guide if you are preparing a public notice package. If the package is not complete, the application may not be accepted for processing.

PART I: TOOLS AND MATERIALS

The following materials are necessary to prepare a public notice package.

1. San Diego County Assessor's Plats

San Diego County Assessor's Plats are necessary to show each parcel owner who must receive notification of your vacation application. Assessor's Plats may be purchased from title companies, the San Diego County Assessor or the Department of Public Works, Cartographic Services Section. Assessor's Plats must be 11" x 17" (FULL SIZE) and not reduced.

2. Engineer's Scales

Assessor's Plats are drawn to "engineer's scales", such as 1" – 100'. An Engineer's scale is divided into "tenths" rather than "sixteenth" as in conventional one-foot rulers. Engineer's scales are available from drafting or office supply stores. (See attachment for assistance in using an engineer's scale.) If you are unable to obtain an engineer's scale or unsure about using it, you can use a conventional one-foot ruler divided into sixteenths, using the attached conversion scale (see attachment). However, you are urged to use an engineer's scale for maximum accuracy.

3. Drawing compass

A drawing compass is necessary for drawing "arc" from property corners. Inexpensive drawing compasses are available from stationery stores, drugstores or shops which carry school supplies. Better quality compasses are available from drafting supply stores and would be good investment if you intend to do a significant number of public notice packages.

4. Pencils, Pens and Straight Edge Ruler

You will need a red pencil or pen, a green pencil or pen and a yellow "highlighter" or pencil. You will also need a straight edge ruler.

PART II: DO-IT-YOURSELF PROCEDURE

Refer to appropriate figure when reading each section.

1. Locating your parcel and Assessor's Parcel Number (Figure 1).

The first step is to locate your parcel on an assessor's plat. You can get your Assessor's parcel number from a tax bill or call the Assessor's information phone number (619) 236-3771.

Assessor's numbers are described by book, page and parcel. Example: 781-132-19 (see Figure 1).

Book = 781 Page = 132 Parcel = 19

Please note that the Book and Page number are located in the upper right hand corner of the plat along with a north arrow and the scale of the plat. Each parcel is numbered with a number which is enclosed by a circle or oval. Outline your parcel in red.

2. Determine all necessary Assessor's Plats (Figure 1).

After you have found your parcel on the Assessor's Plat, use your scale to roughly determine where the 300 foot perimeter would lie. This line may fall on an adjacent plat. You will notice that the numbers of these adjacent plats are located on the margins of the plat (see Figure 1).

If your 300 foot perimeter lies on only one Assessor's Plat, proceed to Step 4.

3. Put your Assessor's Plats together (Figures 2 and 3).

To get the "picture" of your ownership perimeter and to insure accuracy you should temporarily place your Assessor's Plats together. Do not tape plats together because they must be submitted as separate sheets.

Please be careful about changes in scale. You may find that one or more of your plats has a different scale. This does complicate matters but you should still place the plats together so you can see how they relate to each other. To relate your property to the plat with the different scale, use section corners and streets as a guide or you can measure of distance using a common starting point. Lay out your property on the adjacent plat with a pencil or pen. (See illustration.)

4. Drawing your 300-foot perimeter (Figure 4).

The best place to start making your 300-foot perimeter is at the property corners. Take your compass and spread the legs so that they measure 300 feet on your scale. Draw an arc at each corner. After you get the corners marked, take your scale and mark off 300-foot points at several places along each side and draw a line connecting the points. After connecting all your lines and arcs, you will have your 300-foot perimeter. Go over this perimeter with a green pencil or pen.

REMEMBER! Watch your plat scale, be alert for any changes in scales and adjust your compass or ruler as necessary!

5. Determine the affected parcels (Figure 4).

After you have completed your 300-foot perimeter line, you must determine the affected parcels. You may have to go beyond 300 feet to obtain the required twenty (20) different property owners. (Be sure to read Section 5d below.) As you determine these parcels, color the parcel numbers yellow. This is necessary for your application package because it helps you to keep track of the parcels and our staff checking at intake.

Watch out for the following!

a. The "Close" parcel.

Your line may be very close or barely touching some parcels. You are better off if you include any questionable parcels. If you must make a choice...include it!

b. Panhandle lots.

Be careful of "panhandle" lots. You must include the parcel even if the line strikes the "panhandle".

c. Cities and counties.

Include parcels which are in cities or in other counties. Land in Mexico may be excluded.

d. Minimum of twenty (20) notices.

You must provide property notices for a minimum of the nearest twenty different property owners. You must expand beyond the 300-foot perimeter as necessary to obtain the required twenty different property owners.

6. Property owner names (Example).

After determining the parcel numbers which are involved, the next step is to get the property owners' names. The names of the property owners can be obtained from the County Assessor or a title company. Please be aware that the Assessor cannot prepare lists of owners for you. The Assessor can provide the resource material but you will have to do the research and compile the names and addresses. Please note that the addressee must be the property owner and not a lessee or renter. The list must be typed. See 8 below.

In preparing the ownership list, arrange the owners by parcel number.

7. Mailing envelopes

Provide for each property owner on the list one stamped (no postage metering allowed) and addressed (typed) envelope (4 1/4" x 9 1/2" business size). Be sure to write the corresponding Assessor's parcel number on the envelope. If the property owner has several parcels on the list you need submit only one envelope. No enclosed business cards are allowed. No enclosed business cards are allowed. All envelopes shall have the following return address: 5201 Ruffin Road, Suite D [M.S. O336], San Diego, CA 92123.

8. Gummed labels.

You must provide one set of gummed labels on 8 1/2" x 11" sheets containing the names, addresses and Assessor Parcel Numbers of all property owners. These labels are necessary for a possible appeal. The names on these labels must match the typed list. We suggest you place the Assessor's Parcel Number on the label of each owner. You may then machine copy the labels and use the copy for the required typed list. See 6 above.

9. Completed Public Notice Certification (DPW #514).

All public notice packages require a completed Public Notice Certification.

Example

731-130-18
John & Mary Jones
1130 Elm Street
Spring Valley, CA 92073

781-130-20
Mabel Gusman
1142 Elm Street
Spring Valley, CA 92073

781-140-10
Alice Springs
1147 Elm Street
Spring Valley, CA 92073

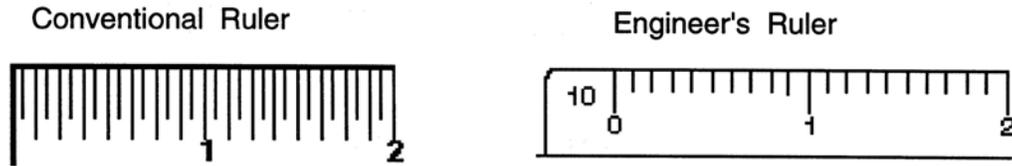
781-140-11
Anne Arbor
207 Yard Court, #140
Milan, Michigan 48241

781-140-12
Joseph Miller
1145 Elm Street
Spring Valley, CA 92073

781-140-01
Mike Butler
1149 Elm Street
Spring Valley, CA 92073

HOW TO USE AN ENGINEER'S SCALE

A conventional ruler is divided into sixteenths (1/16) of an inch. An engineer's scale also measures inches but it is divided into tenths (1/10).



The engineer's scale will have several different scales on it. Each scale represents an inch and an equivalent distance in hundreds of feet. For example, the "1" on an engineer's scale above ("10" scale) represents 100 feet, with each space between "0" and "1" representing 10 feet. The number "2" on the "20" scale, in turn, represents 200 feet, and so on with each scale. Below is a table which will show you the appropriate engineer's scale to use for each Assessor's Plat scale.

Assessor's Plat Scale	Engineer's Scale
1 inch = 50 feet	50
1 inch = 100 feet	10
1 inch = 200 feet	20
1 inch = 400 feet	40
1 inch = 800 feet*	40 x 2

* For the 1 inch = 800 feet Assessor's Plats, use the "40" scale and double the scale number to get the equivalent scale of 1 inch = 800 feet.

If you use a conventional ruler, you can determine the 300-foot distance by using the following table.

Assessor's Plat Scale	300 feet on a Conventional Ruler
1 inch = 50 feet	6 inches
1 inch = 100 feet	3 inches
1 inch = 200 feet	1 1/2 inches
1 inch = 400 feet	3/4 inches
1 inch = 800 feet	3/8 inches
1 inch = 1000 feet	5/16 inches

FIGURE 1

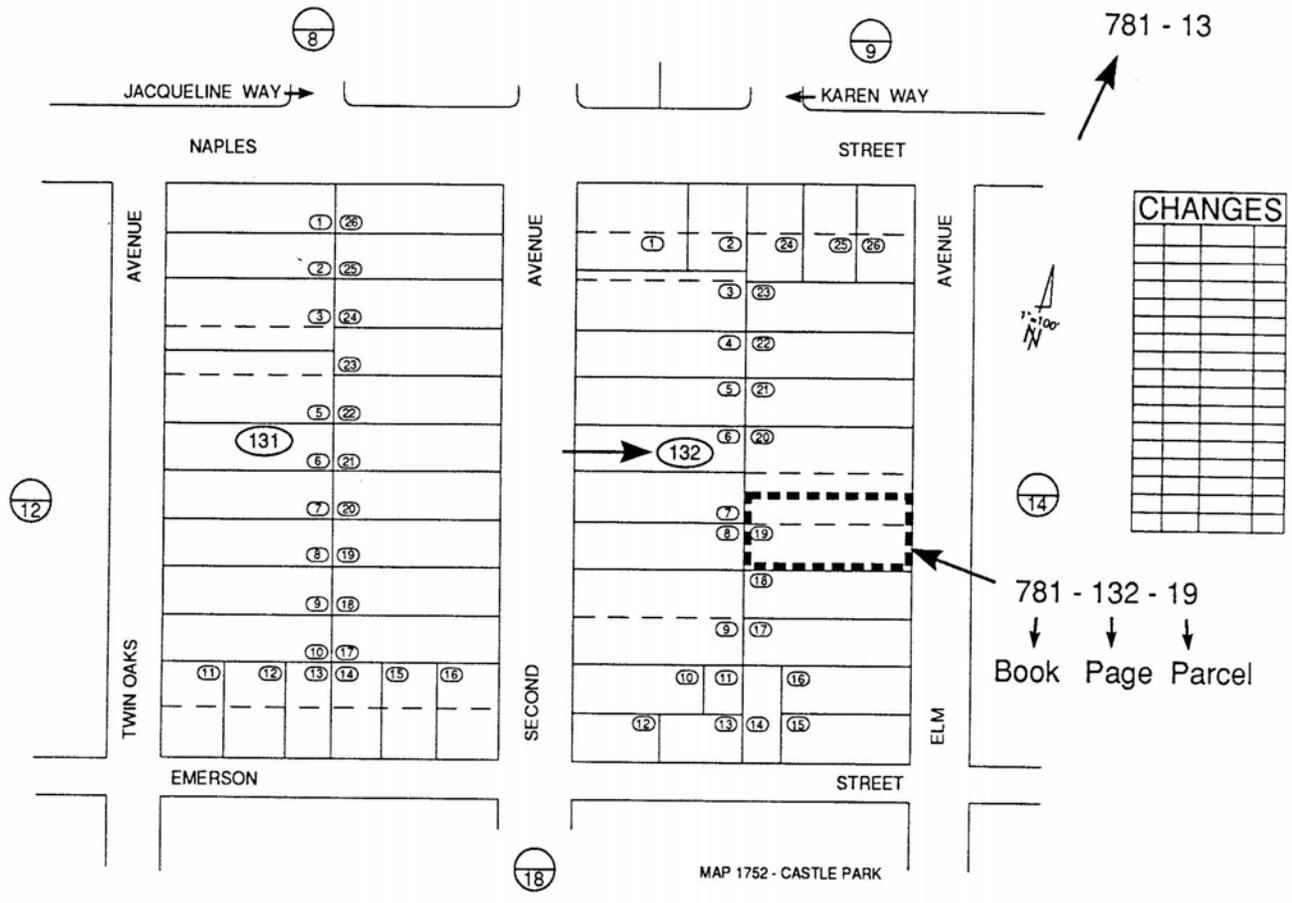
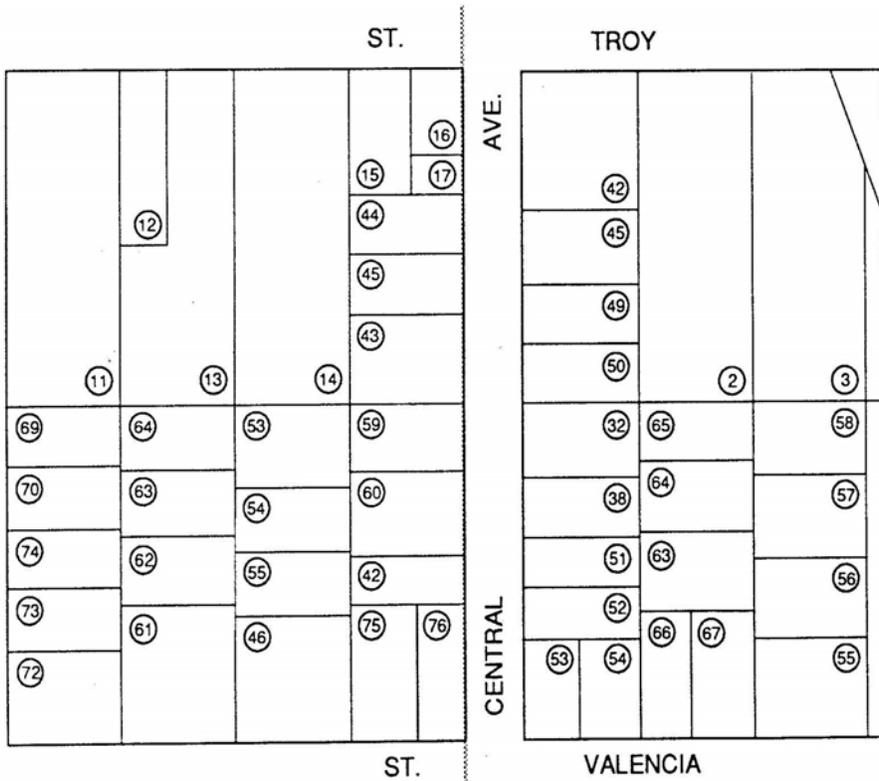
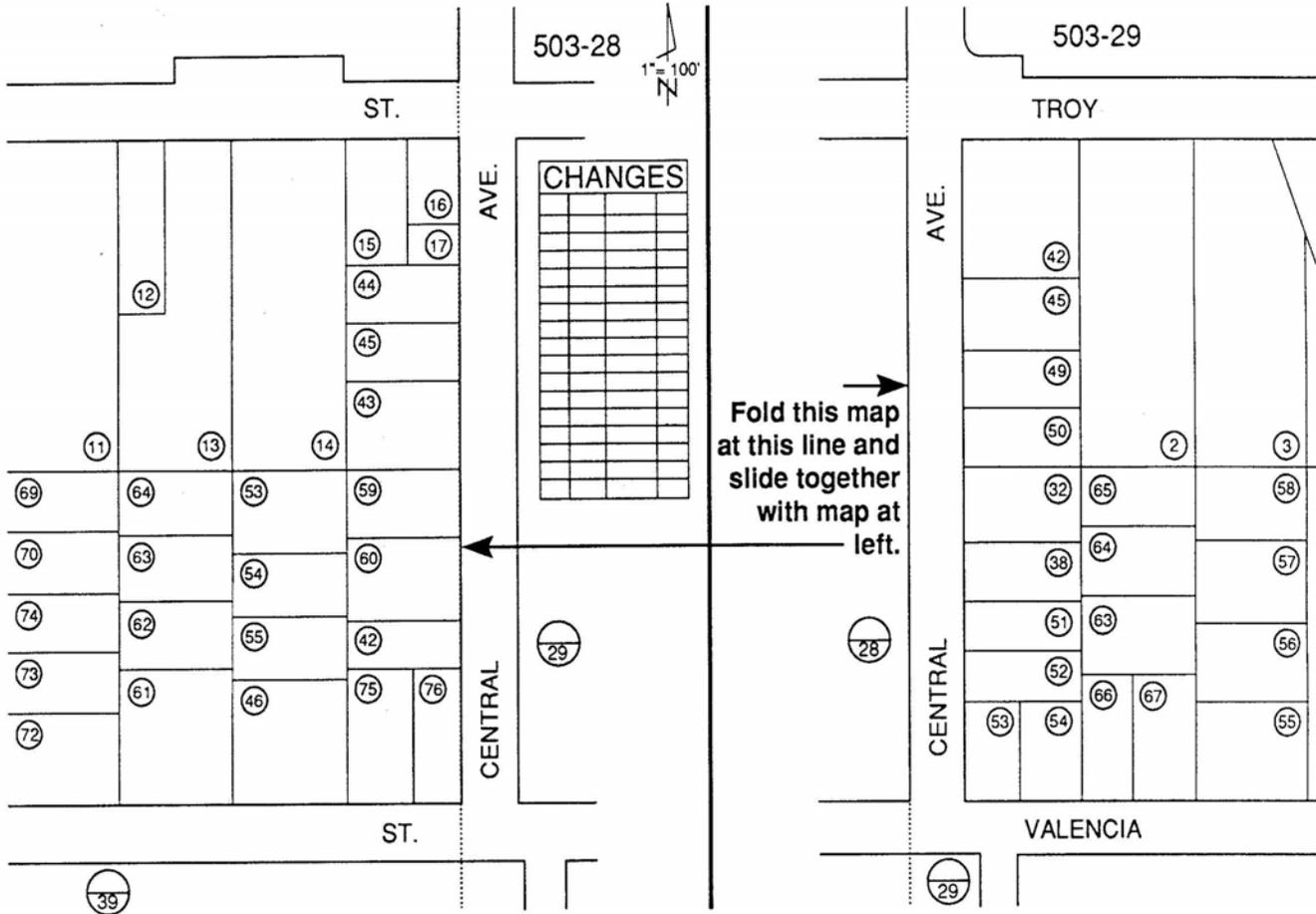


FIGURE 2

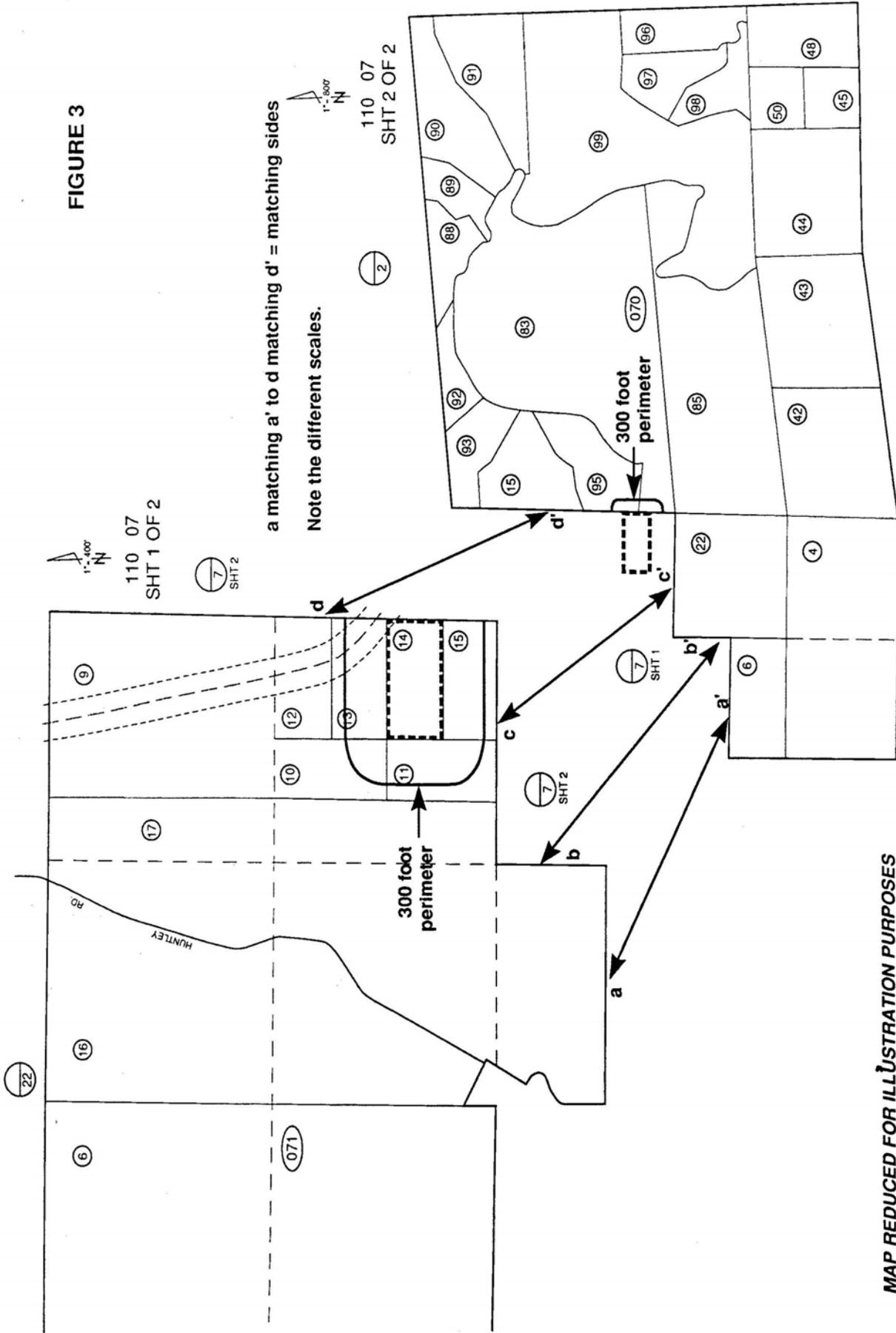


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Maps joined together.
Follow the same procedure
if the maps break along
parcel lines.

**MAPS REDUCED FOR
ILLUSTRATION PURPOSES**

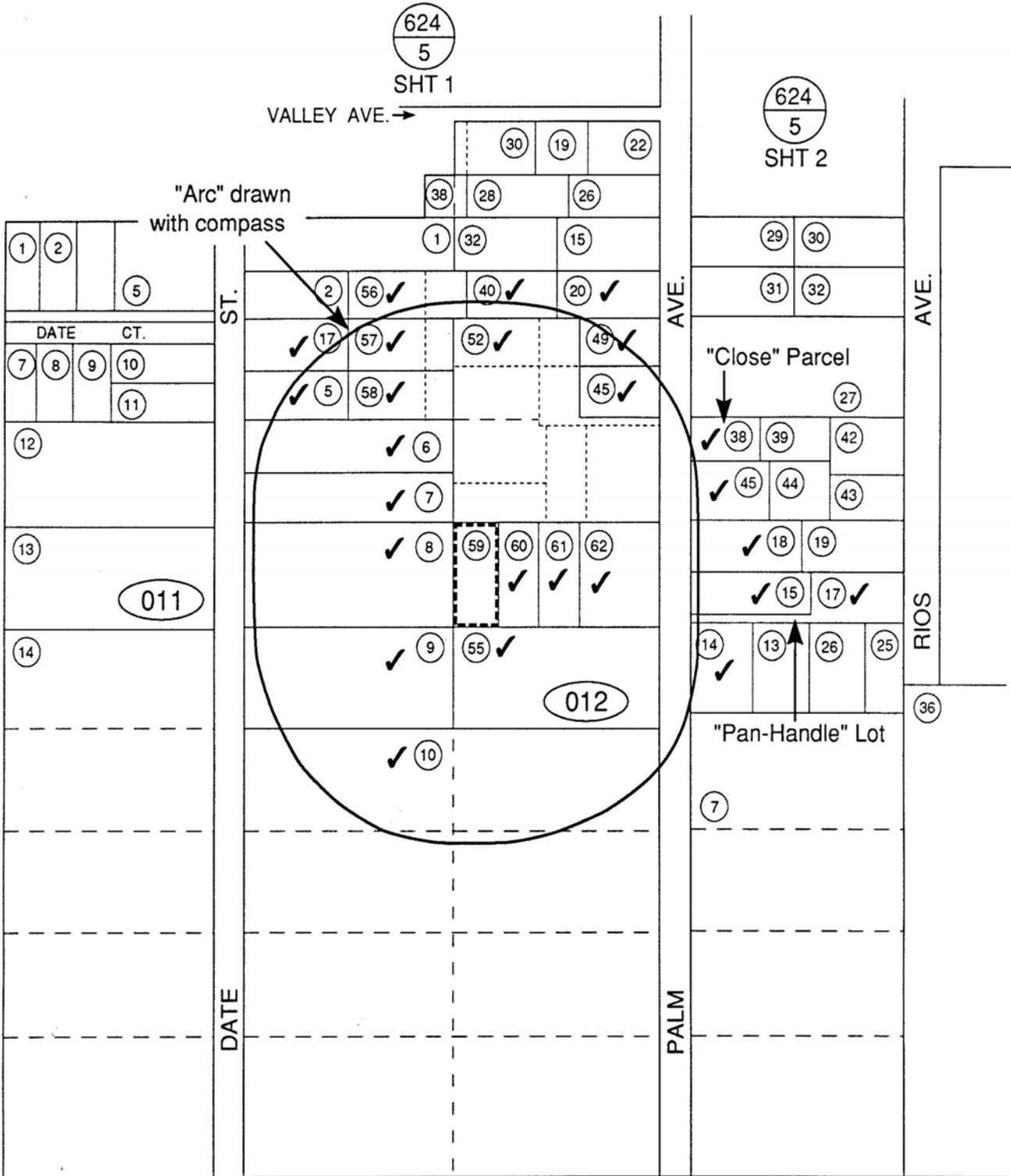
FIGURE 3



a matching a' to d matching d' = matching sides
Note the different scales.

MAP REDUCED FOR ILLUSTRATION PURPOSES

FIGURE 4



✓ indicate parcels within 300 feet