APPLICANT'S GUIDE - PREPARATION OF PUBLIC NOTICE PACKAGE

ZONING DIVISION

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 Maps**
   San Diego County Assessor's maps are necessary to show each parcel owner who must receive notification of your permit application. Assessor's maps may be purchased from title companies, the San Diego County/Assessor or Planning & Development Services (PDS). **Assessor's maps must be 11" x 17" (FULL SIZE) and not reduced.**

2. **Engineer's Scales**
   Assessor's maps 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 map. You can get your Assessor's parcel number from a tax bill or call the Assessor's information 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 map along with a north arrow and the scale of the map. 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 Maps (Figure 1).**
   After you have found your parcel on the Assessor's map, use your scale to roughly determine where the 300 foot perimeter would lie. This line may fall on an adjacent map. You will notice that the numbers of these adjacent maps are located on the margins of the map (see Figure 1).

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

3. Put your Assessor's maps together (Figures 2 and 3).
To get the "picture" of your ownership perimeter and to insure accuracy you should **temporarily** place your Assessor's maps together. Do not tape maps 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 maps has a different scale. This does complicate matters but you should still place the maps together so you can see how they relate to each other. To relate your property to the map 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 map 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 map 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.**
For some applications, you must provide property notices for a minimum of the nearest twenty **different** property owners (Board of Supervisors Policy I-49). You must expand beyond the 300 foot perimeter as necessary to obtain the required twenty different property owners. Please see form PDS-515, Part 3 for a list of those applications.

6. Property owner names (Figure 5).
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 **(only use USPS "Forever" stamps**) 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. PDS will provide the return address. NOTE: Additional envelopes may be required during the processing of certain applications.

8. **Peel and stick address labels.**
   You must provide one set of peel and stick address 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. (Sets of address labels are not necessary for Specific Plan or Specific Plan Amendment applications.)

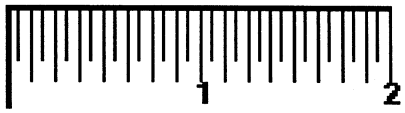
9. **Completed Public Notice Certification (PDS-514).**
   All public notice packages require a completed Public Notice Certification.

10. **Completed Supplemental Public Notice Certification (PDS-299).**
    Applications for Major Use Permits, Major Use Permit Modifications, Minor Use Permits, Minor Use Permit Modifications, Specific Plans, Specific Plan Amendments, Tentative Maps, Tentative Parcel Maps, and Zone Reclassifications, require a completed Supplemental Public Notice Certification (PDS-299) in addition to PDS-514. Certain other discretionary permit applications, may require notification of nearby apartments and mobile home parks in accordance with Board Policy I-49.

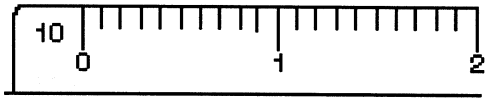
ATTACHMENT – HOW TO USE AN ENGINEER'S SCALE

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).**

Conventional Ruler



Engineer's Ruler



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 map scale.

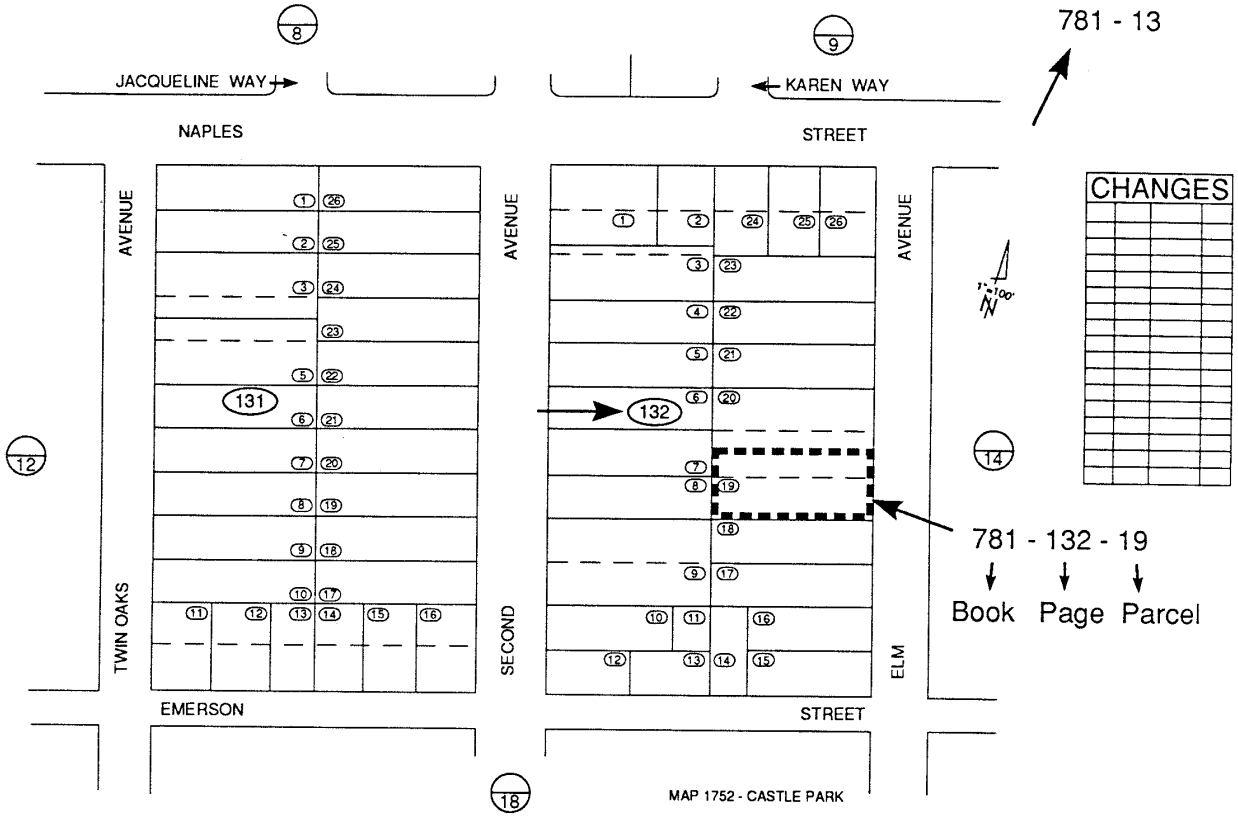
Assessor's Map Scale	Engineer's Scale
1 inch = 50 feet	50
1 inch = 100 feet	10
1 inch = 200 feet	20
1 inch = 400 feet	40
1 inch = 800 feet*	40 x 2

* For the 1 inch = 800 feet Assessor's Maps, 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.

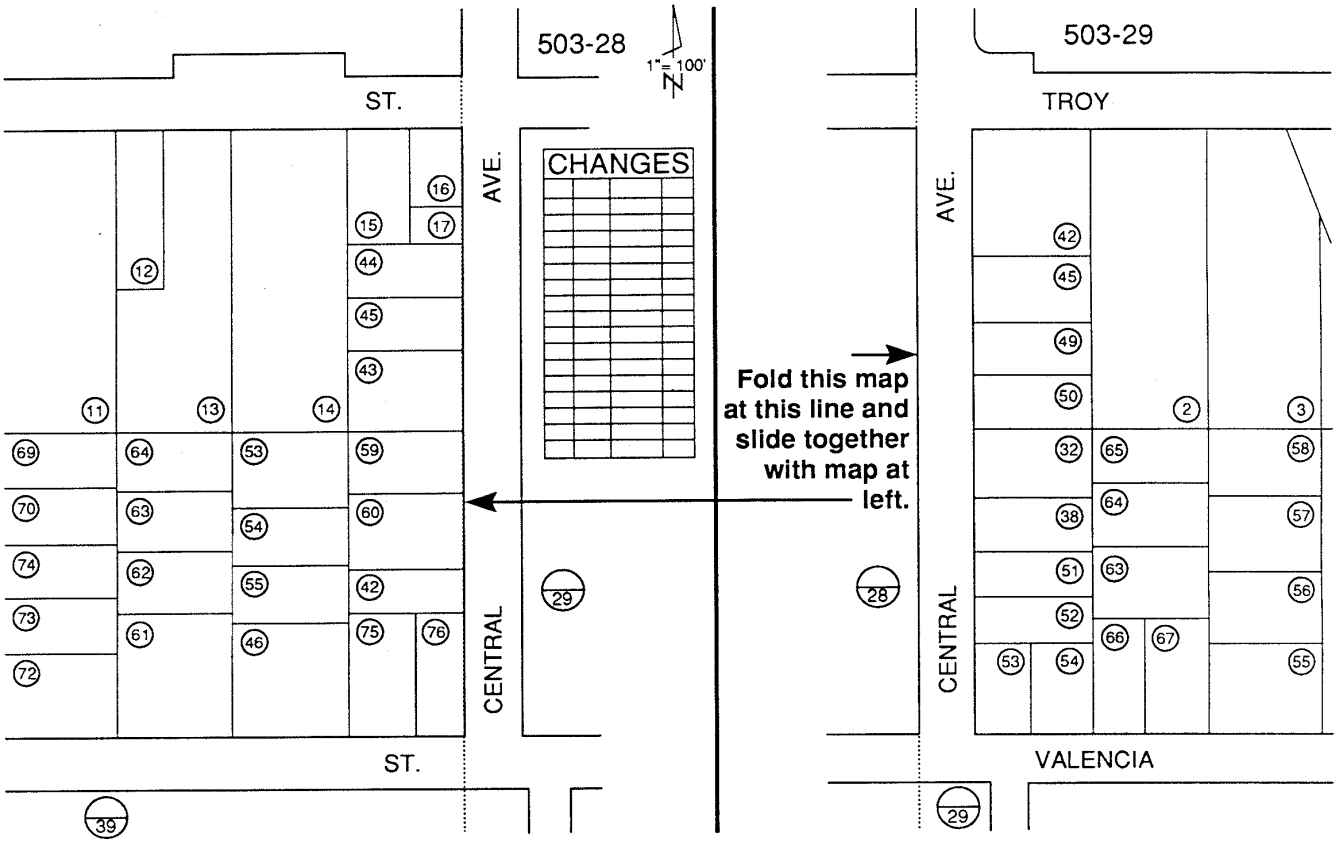
Assessor's Map Scale	300 feet on a Conventional Ruler
1 inch = 50 feet	6 inches
1 inch = 100 feet	3 inches
1 inch = 200 feet	1 1/2 inches
1 inch = 400 feet	3/4 inches
1 inch = 800 feet	3/8 inches
1 inch = 1000 feet	5/16 inches

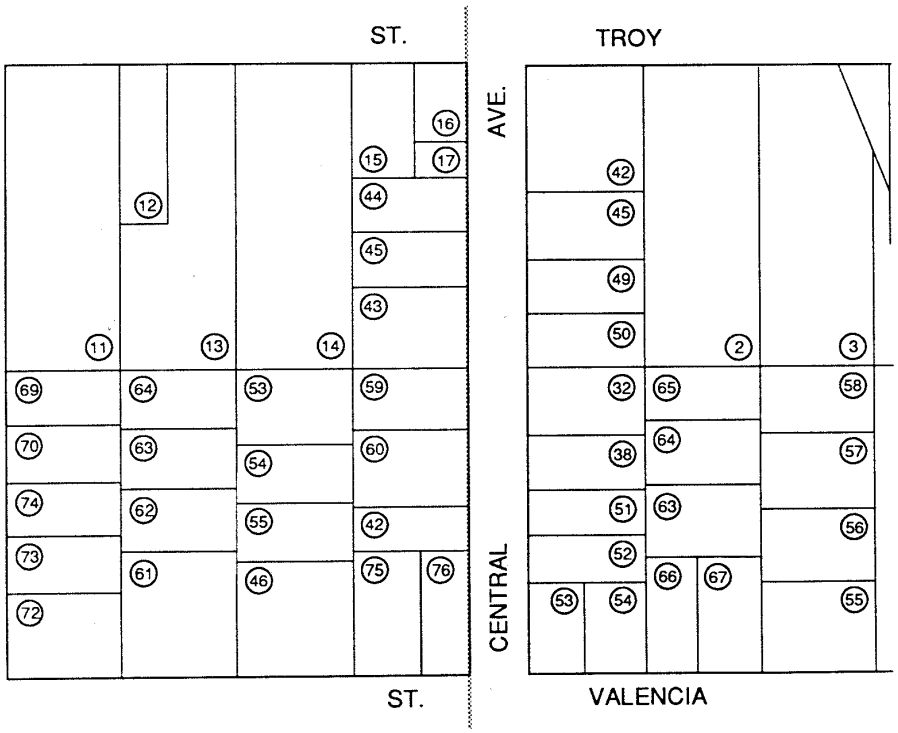
FIGURE 1



MAP REDUCED FOR ILLUSTRATION PURPOSES

FIGURE 2

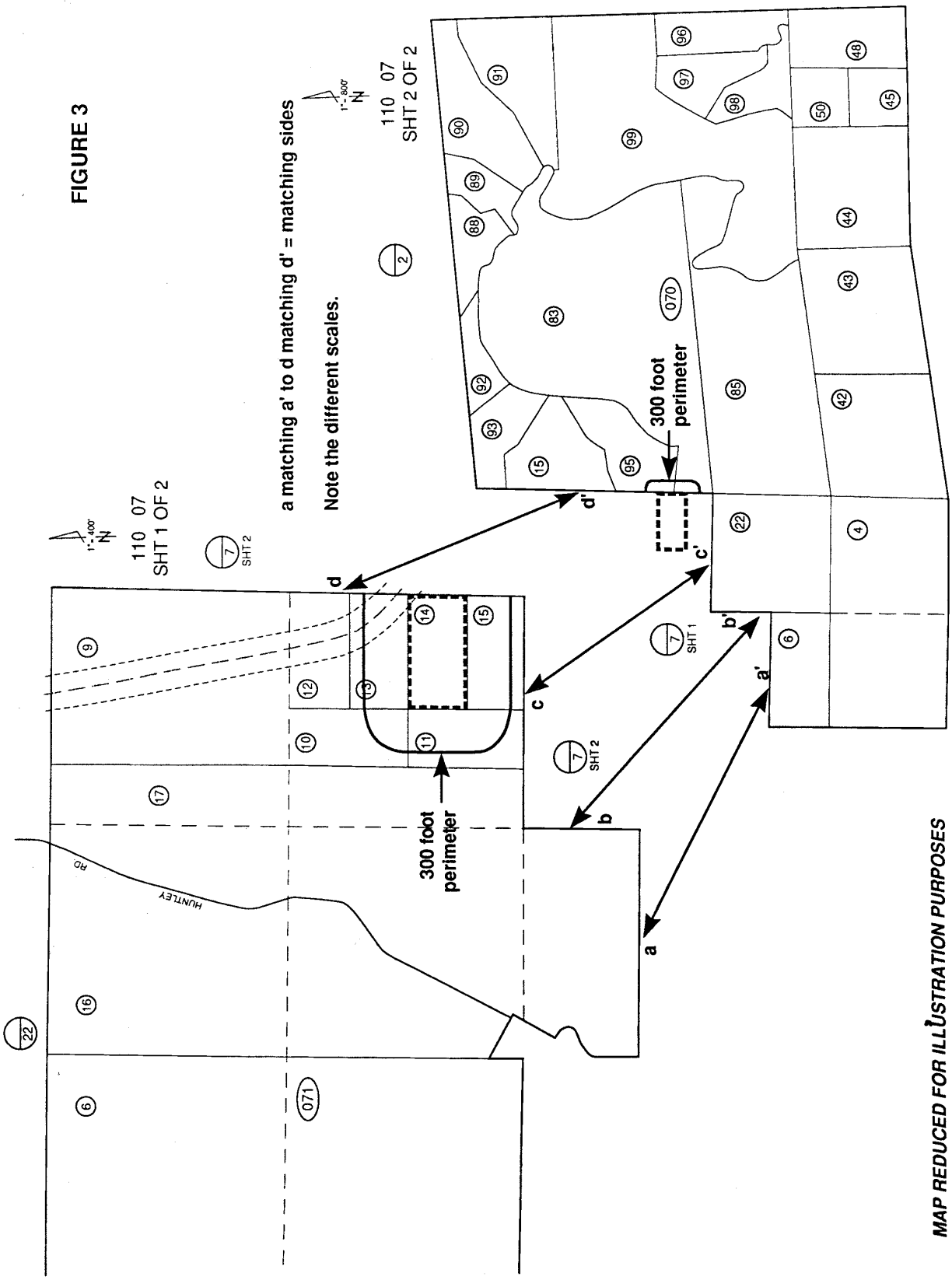




Maps joined together. Follow the same procedure if the maps break along parcel lines.

MAPS REDUCED FOR ILLUSTRATION PURPOSES

FIGURE 3



MAP REDUCED FOR ILLUSTRATION PURPOSES

FIGURE 4

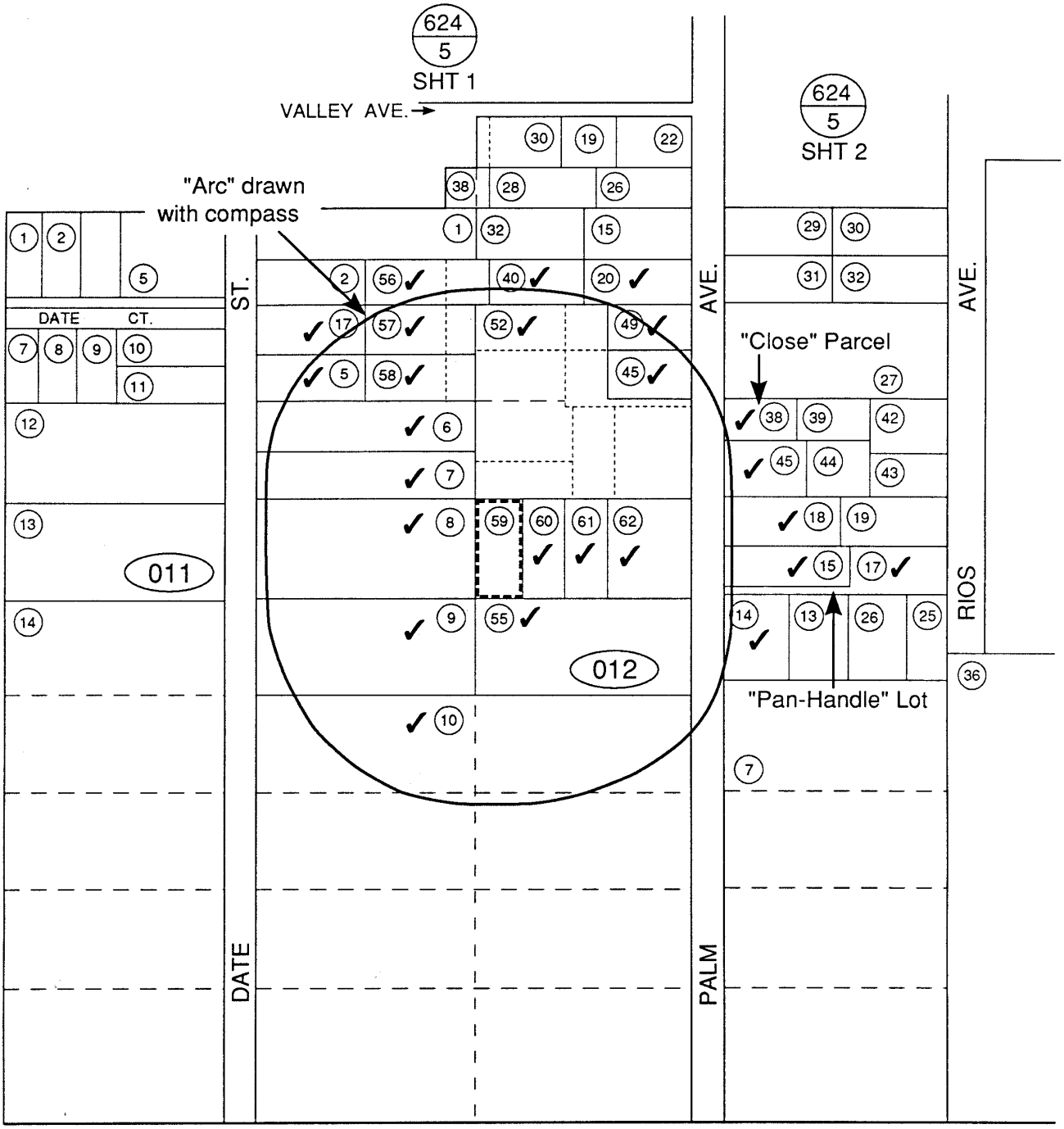

624
5
SHT 1
VALLEY AVE.
624
5
SHT 2
"Arc" drawn
with compass
"Close" Parcel
"Pan-Handle" Lot
DATE CT.
DATE ST.
PALM AVE.
RIOS AVE.
011
012
✓ indicate parcels within 300 feet
2

FIGURE 5

731-130-18
JOHN & MARY JONES
1130 ELM ST
SPRING VALLEY CA 92073

781-130-20
MABEL GUSMAN
1142 ELM ST
SPRING VALLEY CA 92073

781-140-10
ALICE SPRINGS
1147 ELM ST
SPRING VALLEY CA 92073

781-140-11
ANNE ARBOR
207 YARD CT #140
MILAN MI 48241

781-140-12
JOSEPH MILLER
1145 ELM ST
SPRING VALLEY CA 92073

781-140-01
MIKE BUTLER
1149 ELM ST
SPRING VALLEY CA 92073