



County of San Diego, Planning & Development Services

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.

HOW TO GET THE INFORMATION

There are several companies that provide complete noticing packages (assessor's map and electronic Spreadsheet) including title companies. To find a list of companies, **please search for "Certified Radius Reports and Public Notice packages, County of San Diego"**.

Also, the Community Planning Group and Design Review Board contact list can be found on the County of San Diego's website at: <http://www.sandiegocounty.gov/content/sdc/pds/CommunityGroups/>. The list includes names and addresses of each planning group, as well as links to community planning area maps and guidelines.

Certain other discretionary permit applications, may require notification of nearby apartments, townhomes, condominiums and mobile home parks in accordance with Board policy I-49. Do not provide the names of the residents/occupants.

The following must be included in the public notice package:

1. Appropriate San Diego County Assessor's Maps drawing, showing all affected parcels.

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 20 different property owners. See Figure 1 below.

2. Spreadsheet (hardcopy and electronic copy) of all affected parcels.

3. Labeled 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). 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.

4. Peel and stick address labels.

Provide one additional 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. Set of address labels are not necessary for Specific Plan or Specific Plan Amendment applications.

5. Completed Public Notice Certification (PDS-514).

All public notice packages require a completed Public Notice Certification.

6. 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 Public Notice Certification (PDS-514).



FIGURE 1

