



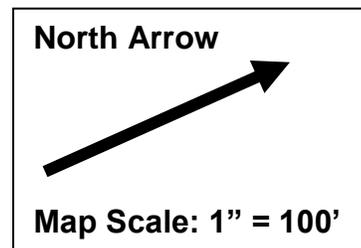
County of San Diego, Planning & Development Services
NOTICE TO PROPERTY OWNERS
ZONING DIVISION

APPLICANT: Please follow these instructions carefully to avoid delays in the processing of your application.

State law and County code require that adjacent property owners be notified of certain types of Development projects submitted for approval to Planning & Development Services (PDS). It is the applicant's responsibility to prepare and submit a vicinity map and a completed project application. The information will be reviewed for accuracy by the PDS Zoning staff. Incorrect information or a non-standard format may result in the application being rejected.

Listed below are instructions for properly completing these requirements. The required template for the NOTICE TO PROPERTY OWNERS is on the back of this form. You need only complete and print the back of this form. This instruction page is not required at intake.

1. The purpose of the vicinity map is to show the location of the project relative to adjacent property, streets, and highways. It will also be used to indicate the lot sizes and patterns of surrounding property. The scale should be such that the project site makes up only the center portion of the vicinity map, with approximately ¼ mile shown around the site.
2. Maps may be copies of a County Base Map, a Thomas Guide Map, a Parcel Map or hand drawn in black ink. Maps must be clear and legible when reproduced in black and white.
3. Draw the project boundaries on the map in **bold black** ink and give the exterior dimensions.
4. Tentative Map applications shall show the proposed street layouts and lot designs.
5. Complete the notice **except for** Record ID(s), Date Received and Project Planner contact info.
6. At intake, submit One (1) copy of the completed notice with the vicinity map attached.
7. You **MUST** include the Map Scale (see example). Your scale measurements may be different than the example given.
8. You **MUST** include the North Arrow showing North on the map (see example).





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A request for a discretionary permit has been filed with the County of San Diego, Department of Planning & Development Services (PDS). State law and County code require that adjacent property owners (and in certain instances residents) be notified of certain types of permits submitted to PDS for approval. You have received this notice because County records show you are within the public notice boundary for this permit. Interested parties can contact the assigned PDS Project Planner (listed below) to request additional information and/or to submit written comments within 10 days of the "Date Received" on this notice (see below).

NOTE: All correspondence should reference the Record ID.

---- County Use Only ----

County Only: **Record ID & Date Received**

Planner's Name: _____
 Planner's Phone: _____
 Planner's email: _____
 CPG/DRB/CSG: _____

County Only: Record ID & Date Received

You can also contact the local Community Planning Group, Design Review Board or Community Sponsor Group (CPG/DRB/CSG) for further information and to make comments. If the property is within the boundaries of a County recognized (CPG/DRB/CSG), contact information for that group will be printed on the back of this notice.

Address of proposed project: _____
 Assessor Parcel Number(s): _____
 Zoning: _____ G.P. Designation: _____
 Number of lots proposed: _____ Acre(s): _____
 Owner/Applicant: _____
 Engineer: _____
 Proposed Use: _____

Vicinity Map instructions are on the reverse page.

Please attach map within this border.

You must include the Map Scale and North Arrow.

