



County of San Diego, Planning & Development Services
**INSTRUCTIONS FOR POSTING OF
NOTICES AND SUPPLEMENTAL PUBLIC
NOTICE PROCEDURES** for Specific Plans and
Amendments, Tentative Maps, Tentative Parcel Maps, Zone
Reclassifications, Major Use Permits and Modifications and
Minor Use Permits
ZONING DIVISION

Board of Supervisors Policy I-49 sets forth the policy regarding special notification requirements for certain applications. Applicants shall use the following guidelines when posting notices of permit applications. Failure to post or comply with the guidelines may delay processing of your project or delay the public hearing.

1. The applicant is responsible for the initial posting of the notices and assuring that the notices stay posted until the eleventh day after final action is taken on the permit application, at which time the applicant shall remove the notices.
2. Notice shall be posted within ten (10) days of payment of the application fees. Applicants shall use [PDS-319](#) (Public Notice) which will be provided at the time of application submittal.
3. Notices of permit applications shall be posted on site in a manner set forth by the Director of Planning & Development Services (PDS). The notices and posting guidelines will be provided to each applicant by PDS at the time of project submittal.
4. Residents of all apartment buildings and mobilehome parks within a designated radius (feet) of the project site. Such notice shall be posting in a conspicuous area approved by the management of the apartment building or mobilehome park. The posted notice shall include information as to the nature and location of the proposed project and a telephone number where interested parties may call for additional information. This notice shall be posted by the applicant within ten (10) days of payment of processing fees. If the posting of the notice is not allowed by the owner or management of any premises, the applicant shall notify PDS within ten (10) days.

This requirement may be waived by the Director of PDS if it is determined that there has been an unreasonable delay or other similar circumstance on the part of the park owner, through no fault of the applicant.

5. When the Director of PDS determines that broader public notice is needed due to anticipated impacts of the proposed project on traffic, adjacent and uses, demand for public facilities or similar effects, the Director shall provide broader notice as the Director deems appropriate.



County of San Diego, PDS, Zoning Division
INSTRUCTIONS FOR POSTING OF NOTICES AND SUPPLEMENTAL PUBLIC
NOTICE PROCEDURES

Continued

6. In all cases, notice of the application shall be given to all property owners within a radius (feet) from the applicant's property and a minimum number of different owners. See below for more details:

500' min. distribution distance of Public Notices; min. of 20 Property owners)	1000' min. distribution distance of Public Notices; min. of 50 Property owners)	1500' min. distribution distance of Public Notices; min. of 100 Property owners)
• Administrative Permit, incl. Time Extension	• Agricultural Preserve Establishment/ Disestablishment	• General Plan Amendment
Habitat Loss Permit	• Alcoholic Beverage License	• Rezone
• Minor Use Permit, incl. Time Extension	• Open Space Vacation, incl. Time Extension	• Specific Plan • Specific Plan Amendment
• Open Space Encroachment, incl. Time Extension	• Tentative Map (<50 lots), incl. Time Extension	• Major Use Permit, incl. Time Extension
• Reclamation Plan, incl. Time Extension	• Site Plan (>10,000 sq ft), incl. Time Extension	• Tentative Map (>50 lots), incl. Time Extension
• Site Plan (<10,000 sq ft), incl. Time Extension		• Site Plan (>25,000 sq ft), incl. Time Extension
• Tentative Parcel Map, incl. Time Extension		
• Variance, incl. Time Extension		
• Wireless Facilities, incl. Time Extension		

7. If the minimum of different property owners cannot be found within one-half mile, the notice area shall be expanded until the minimum amount of property owners are available for notification.
8. Whenever an application is filed in an area for which there is a community planning group or sponsor group, notification shall be given to the chairperson for dissemination to members of the group.
9. A Supplemental Public Notice Certification ([PDS-299](#)), shall be completed and signed by the applicant indicating that the notice(s) will be posted. The certification shall list by Assessor Parcel Number all properties which are required to be posted. If posting cannot be accomplished for any listed property, the applicant shall notify the project manager within ten (10) days.