



County of San Diego, Planning & Development Services  
**PUBLIC NOTICE PROCEDURE**  
**ZONING DIVISION**

---

## BACKGROUND

Applications for certain permits 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 Map(s)** showing the entire project site outlined in red with a green line encircling the property at a designated distance (feet) from the property line. See table on page two for more details about your application's designated distance. Each parcel lying wholly or in part within the designated distance (feet) shall have its number colored yellow with a "highlighter" pen or colored pencil. Assessor's Maps must be 11" x 17" (full size) and not reduced. For Agricultural Preserve application requirements refer to [PDS-263](#).
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 amount different property owners** must be notified for the following applications: Specific Plan and Amendment, Tentative Map, Tentative Parcel Map, Zone Reclassification, Major Use Permit and Modification and Minor Use Permit and Modification, or certain other discretionary permit applications shall be notified prior to the consideration of the matter. See table on page two for more details about your application's minimum amount for property owners. Mailed notice shall be provided to the nearest different property owners within one-half mile of the project site. If the minimum amount of different property owners cannot be found within one-half mile, the notice area shall be expanded until minimum property owners are available for notification. Assessor Maps and owners list are required for expanded notice area as per #1 and #2 above. ([Board Policy I-49](#))
4. **One set of stamped (use USPS Forever stamps) and addressed (typed) 4 1/4" x 9 1/2" business size envelopes** for each property owner of the list. If a property owner has several parcels you need only submit one envelope with each set. No enclosed business cards are allowed. Planning & Development Services (PDS) will provide RETURN ADDRESS at INTAKE. NOTE: Additional envelopes may be required during the processing of certain applications.



# County of San Diego, PDS, Zoning Division PUBLIC NOTICE PROCEDURE

Continued

5. **Complete Public Notice Certification ([PDS-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.
6. **Completed Supplemental Public Notice Certification ([PDS-299](#))**. If the project is a Major Use Permit, Major Use Permit Modification, Minor Use Permit, Minor Use Permit Modification, Specific Plan, Specific Plan Amendment, Tentative Map, Tentative Parcel Map, Zone Reclassification, or certain other discretionary permit applications, it may require notification of nearby apartments and mobile home parks in accordance with Board Policy I-49.

PDS-299, Supplemental Public Notice Certification, **must be completed at intake** and, if necessary, notices posted by the applicant after the application is accepted. You should be aware that if any of this information is incorrect, the public hearing will be null and void, and the processing may be delayed.

7. **On-Site Posting** is required 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, Zone Reclassifications or certain other discretionary permit applications ([Board Policy I-49](#)). The notice to be posted will be given to you at intake.
8. 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 table below for more details:

500' min. distribution distance of Public Notices; <b>min. of 20 Property owners</b> )	1000' min. distribution distance of Public Notices; <b>min. of 50 Property owners</b> )	1500' min. distribution distance of Public Notices; <b>min. of 100 Property owners</b> )
• 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		
• Major Grading Permits		