



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.

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
<ul style="list-style-type: none"> • Administrative Permits • Habitat Loss Permits • Minor Use Permits • Open Space Encroachment • Reclamation Plan • Site Plan (<10,000 sq ft.) • Tentative Parcel Map • Variance • Wireless Facilities • Appeals of above projects 	<ul style="list-style-type: none"> • Agricultural Preserve Establishment/ Disestablishment • Alcoholic Beverage License • Open Space Vacation • Tentative Map (<50 lots) • Site Plan (>10,000 sq ft) • Appeals of above projects 	<ul style="list-style-type: none"> • General Plan Amendment • Rezone • Specific Plan Amendment • Major Use Permit • Tentative Map (>50 lots) • Site Plan (>25,000 sq ft) • Appeals of above projects

The following must be included in the public notice package:

1. **Appropriate San Diego County Assessor’s Maps drawing, showing all affected parcels required. The Assessor’s Maps are necessary to show each parcel owner who must receive notification of your permit application.**
 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 radius’ (foot) perimeter as necessary to obtain the required minimum of different property owners. See Figure 1 on page 3.

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 ¼” x 9 ½” 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 ½” 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](#)).

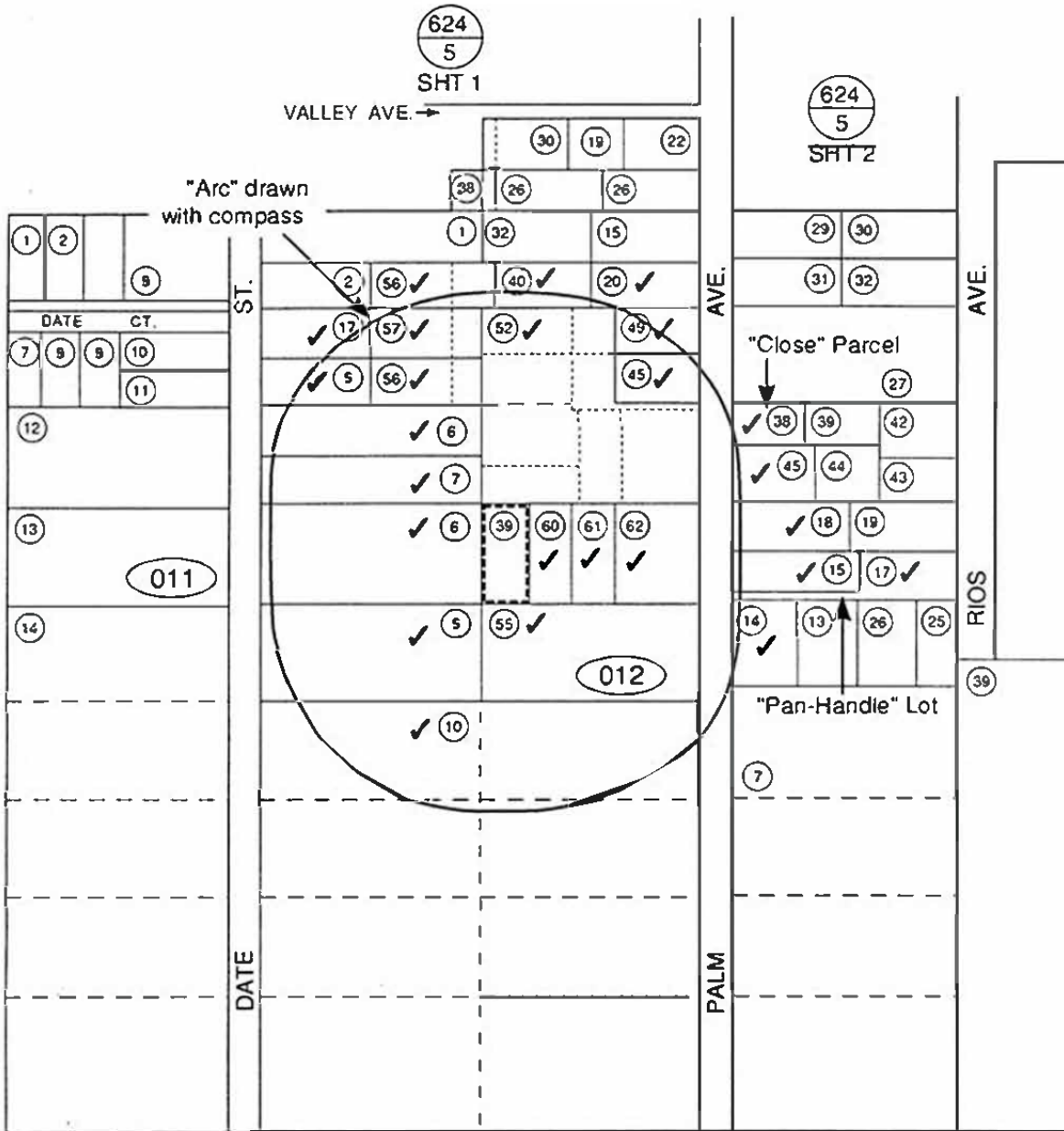
All public notice packages require a completed Public Notice Certification.

6. Completed Supplemental Public Notice Certification ([PDS-299](#)).

Applications for Major Use Permits & Modifications, Minor Use Permits & 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](#)) and Vicinity Map/Notice to Property Owners ([PDS-524](#))



FIGURE 1



✓ indicate parcels within radius(feet)

