



A Public Notice Package is needed for all actions requiring a Notice of Future Decision, Notice of Application, or a Notice of Public Hearing (see Centre City Planned District Ordinance Section 156.0304(e)(1)(C) and Land Development Code Section 112.0302). The Use Permit Minimum Submittal Requirements Checklist identifies when a Public Notice Package is required. This bulletin is provided to assist Applicants in preparing the Public Notice Package.

The Public Notice Package consists of:

- San Diego County Assessor Parcel Maps are necessary to show each parcel of land located within 300 feet of the premises that is the subject of the application. The map(s) must outline the 300-foot radius from the perimeter of the premises - see Figure 1 on reverse side for sample Assessor Parcel Map with noticing radius.
- Adhesive mailing labels identifying all property owners and residents/occupants within 300 feet of the premises that is the subject of the application; including identification of Assessor Parcel Number. Also, all officially recognized Community Planning Groups that represent the area and those within 300 feet of the location of the premises that is the subject of the application must be included in the mailing labels. Vacant properties must be identified.
- A photocopy of the mailing labels that contains the property owners, residents/occupants, and Community Planning Group(s).
- A signed Civic San Diego Public Notice Certification form.

HOW TO GET THE INFORMATION

San Diego County Assessor Parcel Maps are necessary to show each parcel of land located within 300 feet of the premises that is the subject of the application. The County Assessor will be able to assist in identifying the maps required and the parcels which need to be included. Once the parcels are identified, the County Assessor may provide the property ownership list and mailing labels for a fee. A title company or permitting consultant may also provide this service for a fee.

The resident/occupant list may be obtained by identifying those property owner addresses which are different from the address for the parcel number. In the case of a multiple tenant building, it may be necessary to obtain the list of suite numbers at the site for each occupant. Do not provide the names of the residents/occupants. Labels addressed to the resident/occupant shall be addressed to "Occupant".

Sample Owner Mailing Label

533-221-06-00
Doe, Jane
401 B Street
San Diego, CA 92101

Sample Occupant Mailing Label

533-221-06-01
Occupant
401 B Street, Suite 501
San Diego, CA 92101

The Community Planning Group contact list can be found on the City of San Diego Planning Division website. This list includes names and addresses of each planning group, as well as links to community planning area maps.

ALTERNATIVE TO MAILED NOTICE

If the number of owners and residents/occupants to whom notice would be mailed is greater than 1,000, notice may be given by placing a display advertisement of at least one-eighth page in a newspaper of general daily circulation within the City in lieu of mailing, unless the noticing is required for a Coastal Development Permit.

POSTED NOTICE

Applicants for development proposals requiring a Centre City Development Permit, Neighborhood Use Permit, Conditional Use Permit, or other discretionary permit are required to post a notice on the site. The required notice will be provided to you by Civic San Diego once your application has been deemed complete. The notice must be posted on the premises that is the subject of the application as directed.

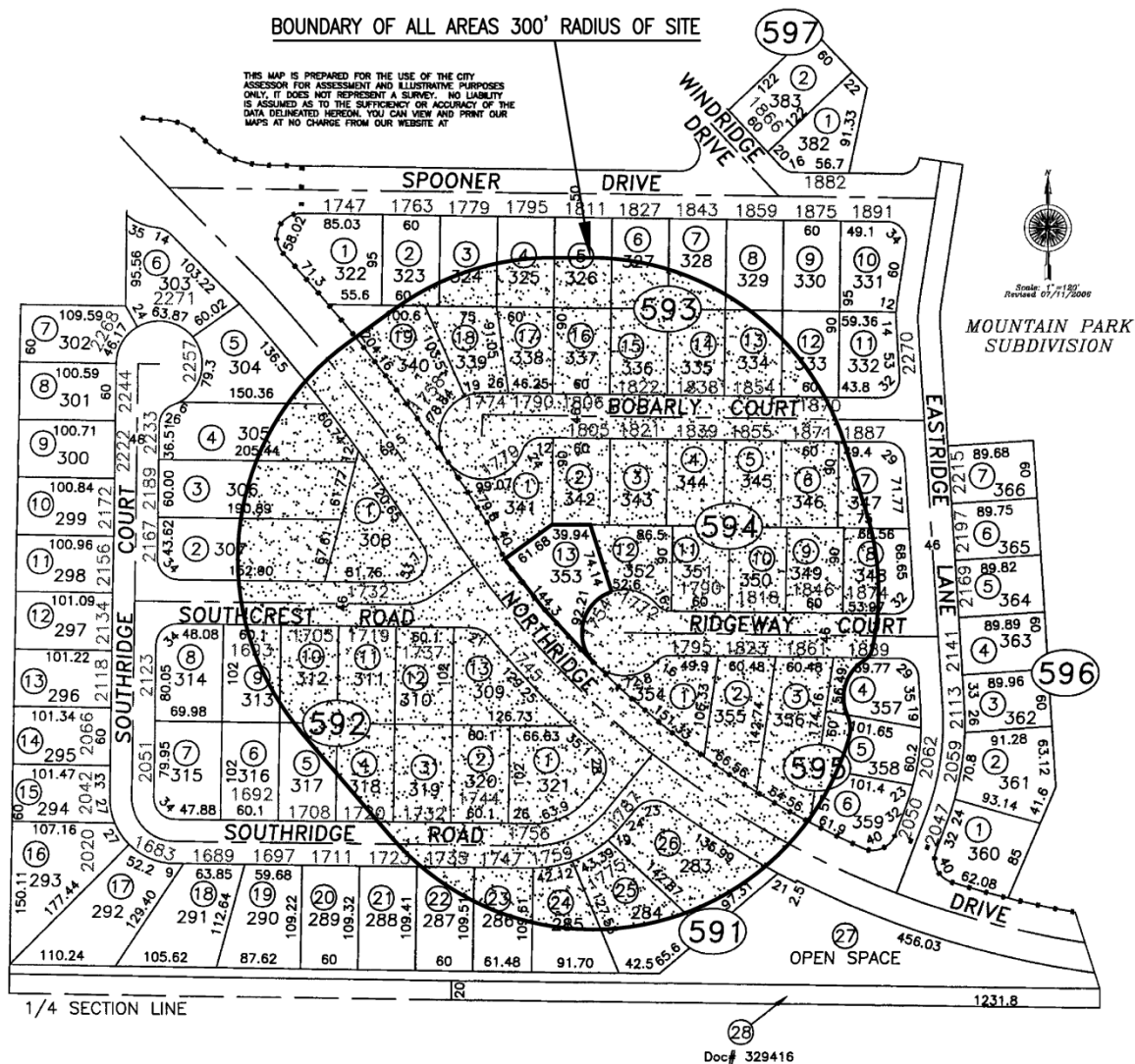


Figure 1