

INFORMATION
BULLETIN

512

June 2022

How to Obtain Public Noticing Information

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 Land Development Code [§112.0302](#) as described in the [Project Submittal Manual](#)). This bulletin is provided to assist applicants in preparing the Public Notice Package.

I. Public Notice Package

1. San Diego County Assessor Parcel Maps

These are necessary to show each parcel of land located within 300 feet of the project site. The map(s) must outline the 300-foot radius from the property's perimeter (see Figure 2 for sample assessor parcel map with noticing radius).

2. Electronic Address List

Applicants must provide the owner and resident/occupant address list in pdf format. The list must identify the Assessor's Parcel Number, Name, Address, City, State and Zip Code. All applicable fields must be completed. Owner mailing addresses must be included. An address list for the Resident or Occupant is required. Address list for tenants shall include the word "resident" or "occupant" in the "Name" column.

Also, all officially recognized [Community Planning Groups](#) that represent the area and those within 300 feet of the location of the proposed development must be included within the pdf address list.

Vacant properties must be clearly identified on the listing.

NOTE: On the listing, use one row per owner/occupant. No more than seven columns may be used. Each column heading must be in the same order as shown in Figure 1.

3. Completed Form [DS-3035](#)

The Supplemental Discretionary Project Application must be submitted with the noticing package.

II. How to get the Information

Several companies provide the complete noticing package (assessor's map and address list), including title companies.

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.

View the [Community Planning Group Contact List](#) to research the names and addresses of each planning group and links to community planning area maps.

III. Alternative to Mailed Notice

If the number of tenants and owners to whom notice would be mailed will exceed 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 the mailing, unless the noticing is required for a Coastal Development Permit (SDMC [§112.0302](#)).

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Upon request, this information is available in alternative formats for persons with disabilities.

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IV. Submittal Instructions

All forms, documents and applications are now submitted electronically. Visit the Development Services Department website at sandiego.gov/DSD to create an account and begin the submittal process. A detailed User Guide is also available.

Documents Referenced in this Information Bulletin

1. Land Development Code, [§112.0302](#)
2. Land Development Manual, [Project Submittal Manual](#)
3. Supplementary Discretionary Project Application, [Form DS-3035](#)

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