

**HOW TO OBTAIN
Public Noticing Information****512**

1222 FIRST AVENUE, MS 302 SAN DIEGO, CA 92101-4101

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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 Section 112.0302). The Land Development Manual, Project Submittal Requirements identifies when a Public Notice Package is required. This bulletin is provided to assist applicants in preparing the Public Notice Package.

I. PUBLIC NOTICE PACKAGE

1. San Diego County Assessor Parcel Maps 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 perimeter of the property - See Figure 2 on reverse side for sample assessor parcel map with noticing radius.

2. Electronic Address List. Applicants must provide the owner and resident/occupant address list in an [Excel Spreadsheet](#) on a CD-R or USB flash drive. The spreadsheet must identify the Assessors Parcel Number, Name, Address, City, State and Zip Code. All applicable fields must be completed. Owner mailing addresses must be included if not within 300' (ie: different city/state). 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.

In addition to the standard noticing requirements, an electronic address list must also be provided for all "on-site" occupants. Clearly identify on the paper copy of the electronic address list (circle, highlight, etc.) all "on-site" occupants.

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 electronic address list.

Failure to provide the required "on-site" occupants at submittal will delay processing your project. Submittal will NOT be accepted if the "on-site" occupants are not clearly identified on the paper copy of the spreadsheet.

**Documents Referenced in this
Information Bulletin**

- Land Development Code, [Section \(112.0302\)](#)
- Land Development Manual, [Project Submittal Requirements](#)

If property is vacant, add a hand written note on the paper copy of the spreadsheet.

NOTE: On the spreadsheet, use one row per owner/occupant. No more than 7 columns may be used. Each column heading must be in the same order as shown in Figure 1 on reverse side.

3. A paper copy of the Excel Spreadsheet that contains the property owners, residents/occupants, and Community Planning Group(s).

II. HOW TO GET THE INFORMATION

There are several companies that provide the complete noticing package (assessor's map and CD) 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.

The Community Planning Group contact list can be found on the Planning Division's website at <https://www.sandiego.gov/planning/community/contacts>. This list includes names and addresses of each planning group, as well as links to community planning area maps.

III. ALTERNATIVE TO MAILED NOTICE

If the number of tenants and owners 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.

Figure 1 - Sample Copy of Electronic Address List

Assessors Parcel Number	Name	Address (Including Apt/Ste#)	City	State	Zip Code (5 Digit)	Plus 4 Zip Code (Optional)
123-456-78-00	Jane Doe	3050 Alameda Place	San Diego	CA	92101	1234
123-456-79-00	John Smith	3062 Alameda Place	San Diego	CA	92101	1234
123-456-80-00	Bill Jones	1948 Ashbury Street	Dallas	TX	30145	7642
123-456-80-00	Resident or Occupant	3052 Alameda Place	San Diego	CA	92101	1234
123-456-81-00	Resident or Occupant	3052 Alameda Place, #102	San Diego	CA	92101	1234
123-456-81-00	Resident or Occupant	3490 Barnam Road	San Diego	CA	92117	3962

Figure 2 - Sample Noticing Radius

