

CITY OF EL MONTE

Community & Economic Development Department

10

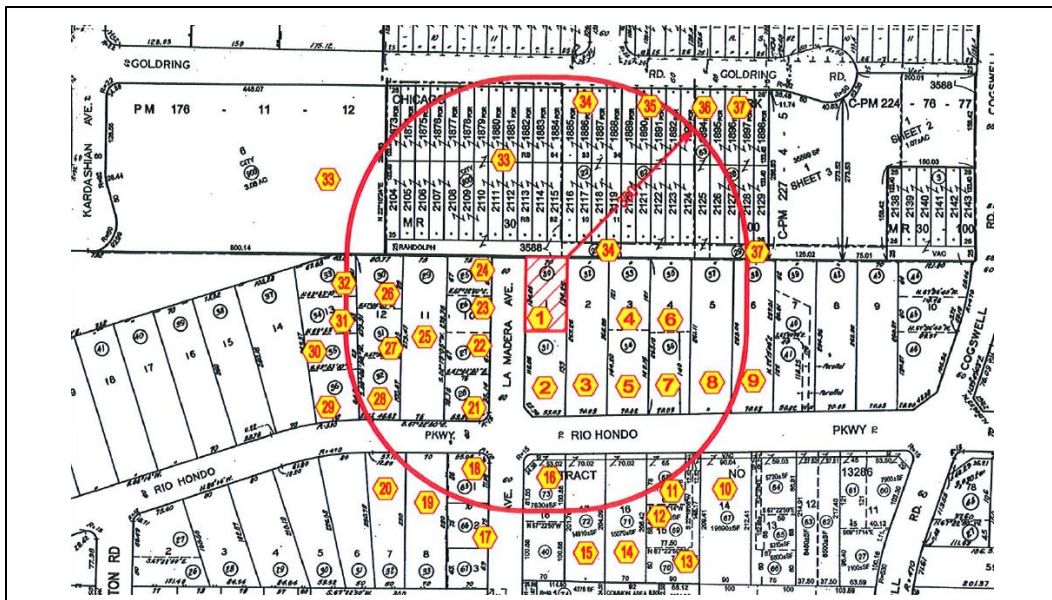
PUBLIC NOTICING (PROPERTY OWNER & OCCUPANT)

PART I. PROPERTY LOCATION:

Street Address or Assessor Parcel Nos. (APNs)

PART II. RADIUS MAP AND MAILING LIST INFORMATION:

- Radius Map:** The applicant shall submit a radius map indicating all properties within a certain radius of the proposed project. Each parcel within the radius (including the subject property and properties within another jurisdiction) shall be numbered in an orderly fashion on the map.
 - 700-foot radius:** Conditional Use Permits for the following: Boarding or rooming house with seven (7) or more residents, community care facilities with seven (7) or more residents, correctional facilities, emergency shelters with 25 or more occupants/beds and massage establishments. City staff may increase the mailing radius for other uses, but in no event shall it be greater than 700 feet.
 - 500-foot radius:** All other Conditional Use Permits, Design Reviews, Variances, Planned Residential Developments, General Plan Map Amendments, Zone Changes and Development Agreements.
 - 300-foot radius:** Minor Use Permits, Minor Design Reviews for project located within the Rurban Homesteads Overlay District (RHOD) and Minor Variances.



2. Property Owner Addresses: The applicant shall look up the name and address of all property owners within the radius:
 - a. The information may be found at the Los Angeles County Assessor’s Office or through a private company with access to property owner data. The mailing information shall be from data gathered within the past six (6) months. Updated information may be requested for projects that take more than one (1) year to process.
 - b. Match each parcel within the radius to those of the Assessor’s map book. Use book, page and parcel: 1234-567-891 (Map Book – Page – Parcel).
 - c. After obtaining book, page and the parcel numbers for each parcel, use those numbers to find the names and addresses for all property owners from the Tax Assessor’s Roll. If two addresses are shown under one name, use only the first address. Parcels numbered 900-999 are publicly owned and parcels numbered 800-899 are utility owned and not listed in the tax rolls. List the name and address of the party, which owns the property, if known for other sources).
 - d. Include all other people to be notified, such as engineers, architects or owners’ representatives, including yourself.
3. Address Labels: The applicant shall include all information gathered above on adhesive address labels. **Property owner and occupant labels shall be provided:**

APN NUMBER # Name Address City/State/Zip	PROP	APN NUMBER # Name Address City/State/Zip	PROP	
1234-567-891 #1 Robert Public 11333 Valley Boulevard El Monte, CA 91731		1234-567-891 #1 Occupant 11333 Valley Boulevard El Monte, CA 91731		

PART III. NOTICE AND POSTING INFORMATION:

1. Public Notice: City staff will produce the public notice. The notice will include information on the project and public hearing (including the meeting date, time, location and options for the public to provide comment).
2. Property Posting: City staff will post the public notice on the property a minimum ten (10) days prior to the public hearing. The notice shall be placed along all street frontages (either placed in the ground, on a fence or building). The applicant shall provide staff with access to the site to complete the posting.
3. Publishing and Mailing: City staff will publish the public notice in a local newspaper and mail it to the mailing list a minimum ten (10) days prior to the public hearing.
4. Staff Report: City staff will attach the public notice, radius map and mailing list to the staff report.

