

## **PUBLIC NOTICING INFORMATION**

The City of San Clemente requires that applicants for development proposals be responsible for providing certain information in the public notice process. The information for which the applicant is responsible is detailed below. All required noticing information must be submitted to the City before an application will be accepted.

### ***Property Owner List***

From the current county tax assessor's rolls, the applicant shall compile a mailing list containing the names, addresses and assessor's parcel numbers of all the owners of real property within 300 feet, as measured from the exterior boundaries of the subject property.

The mailing list shall also include the property owners of the subject property, the principal agents and/or consultants involved in the application, and homeowners or property owners' associations covering adjacent property or properties within 300 feet of the subject property. The mailing list shall be submitted with the application. Typically the list can be prepared by a title company or ownership listing service which will issue the list on a set of gummed labels. These labels can be used to address the noticing envelopes (see below). A copy of the labels will be acceptable as the property owner list.

### ***Notification Radius Map***

The applicant shall prepare a map at 1:100 scale which indicates the location of the subject property and illustrates the 300 foot radius boundary and all parcels within the boundary. The map shall be submitted with the application.

### ***Notification Envelopes***

The applicant shall prepare a business sized envelope for mailing to each name on the property owner list. Envelopes must be return addressed to the City of San Clemente. The assessor's parcel number must appear on the envelope and should not be placed at or near the bottom of the address as it may be mistaken for a zip code. It is the applicant's responsibility to pay for postage. Each envelope shall include a postage stamp. One set of envelopes must be provided with the application unless a Tentative Tract Map, General Plan Amendment, Specific Plan Amendment, Zoning Amendment, Abandonment or Encroachment application is included, in which case two sets of envelopes are required.

City of San Clemente	[provide stamp]
Planning Division	
910 Calle Negocio, Suite 100	
San Clemente, CA 92673	
	[assessor's parcel number]
	John and Mary Doe
	1234 El Camino Real
	San Clemente, Ca 92672

*Figure 3. Properly Prepared Envelope*

***Letter of Notification Certification***

The applicant shall submit with the application, a letter of certification (attached) which assures that the property owner list contains the names, addresses and assessor’s parcel numbers of all persons to whom all property is assessed as they appear on the latest available assessment rolls of the County of Orange within the area described by the appropriate radius as measured from the exterior boundaries of the subject property.

***Mailing, Posting, and Publishing***

Ten (10) calendar days prior to the scheduled public hearing, the City will mail the public notices, post the project site, and cause a public notice to be published in a newspaper of general circulation.

## Letter of Notification Certification

(to be completed by applicant)

I, \_\_\_\_\_(print name), hereby certify that the attached list contains the names, addresses, and assessor's parcel numbers of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County of Orange within the area described by the required 300 foot radius measured from the exterior boundaries of the property legally described as:

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Applicant/Representative Signature:

\_\_\_\_\_  
Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_