



**CITY OF GLENDORA PLANNING DEPARTMENT**  
**ADDRESS LABEL INFORMATION PACKAGE**  
**FOR PUBLIC HEARING NOTIFICATIONS**

The following material must be submitted by the applicant or an agent authorized by the applicant as a part of any application for which public hearing notification is required:

1. One copy of a radius map, drawn to scale, showing all existing streets, alleys, and lot lines of all properties located within 500 feet\* of the exterior boundaries of all parcels comprising the site. All properties circumscribed by the applicable radius shall be identified by Assessor's Parcel Number (APN). Assessor's parcel maps should be used as a basis for preparing the ownership map.

\*NOTE: For General Plan Amendments that designate non-residential property for residential use, or would increase the density of residential use of a property, the radius is 2,000 feet.

2. One\*\* set of self-adhesive mailing address labels. The labels shall contain the names and mailing addresses of all property owners of properties within the applicable radius, keyed to the map by APN. If a property owner mailing address is unavailable, provide the property situs address. Ensure that public agencies (e.g. school districts, flood control districts) with property within the radius are also notified.

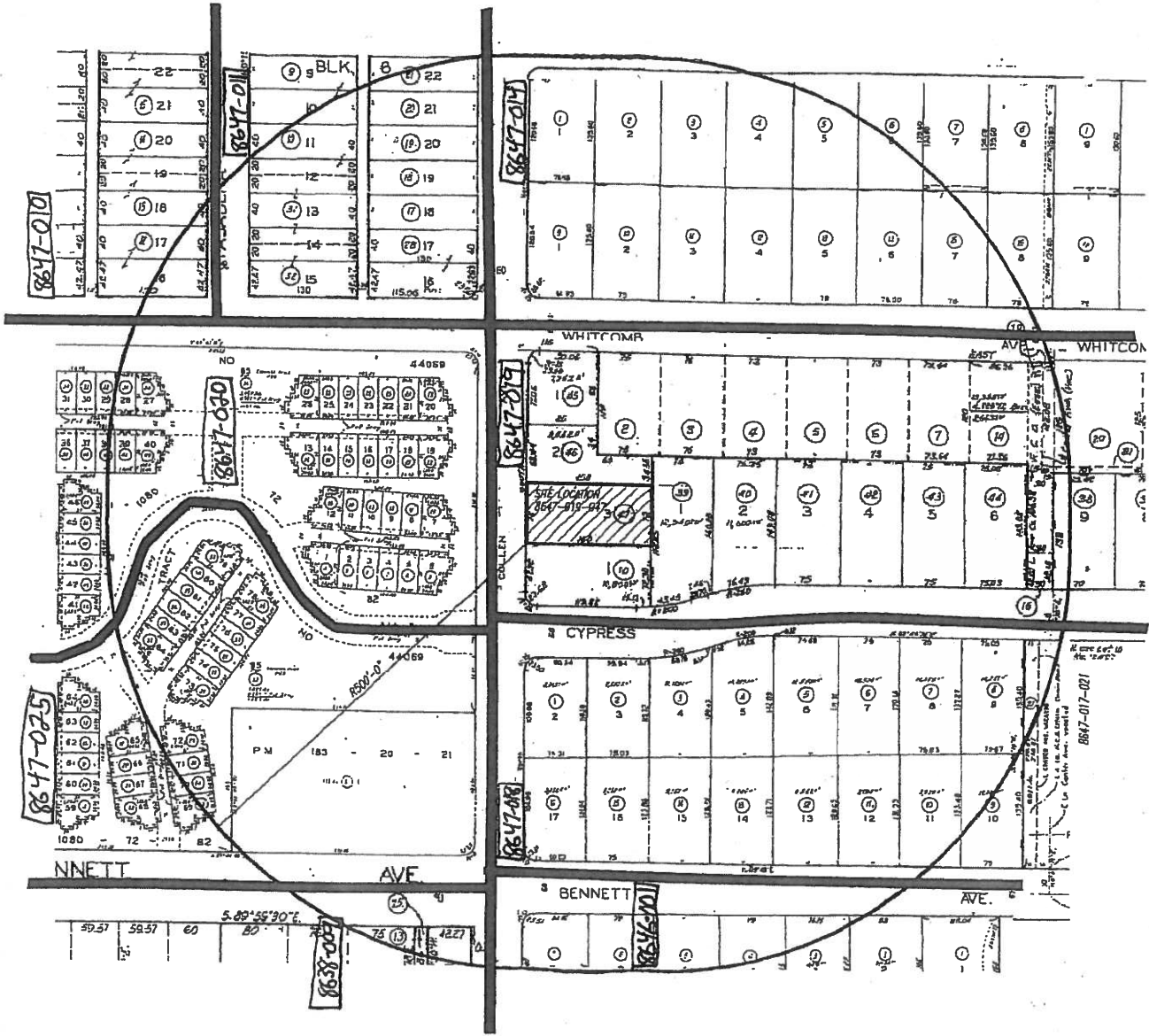
The labels MUST be on Avery 5160/5260 or equivalent 1" by 2-5/8" label sheets. The APNs should be sorted in ascending order. Identify all duplicate owners. The list must be prepared from the latest available assessment roll at the Los Angeles County Assessor's Office as well as updated ownership information.


\*\*NOTE: Projects that require both Planning Commission and City Council hearings must provide two sets of labels.

3. A completed and notarized certification form for the radius map and mailing labels, signed by the preparer of the radius map and labels.

# SAMPLE RADIUS MAP

- Provide the scale and date.
- Provide the book and page numbers as shown.
- Highlight the APNs included in the property owner mailing labels and list.



 <p>SCALE: 1"=100'</p>	<p><b>500' RADIUS MAP</b></p> <p>PROJECT: 336 N. CULLEN GLENDDORA, CA 91741 05-01-06</p>	<p>ASSESSOR'S PARCEL NO.  8647-019-047</p>
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