

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:

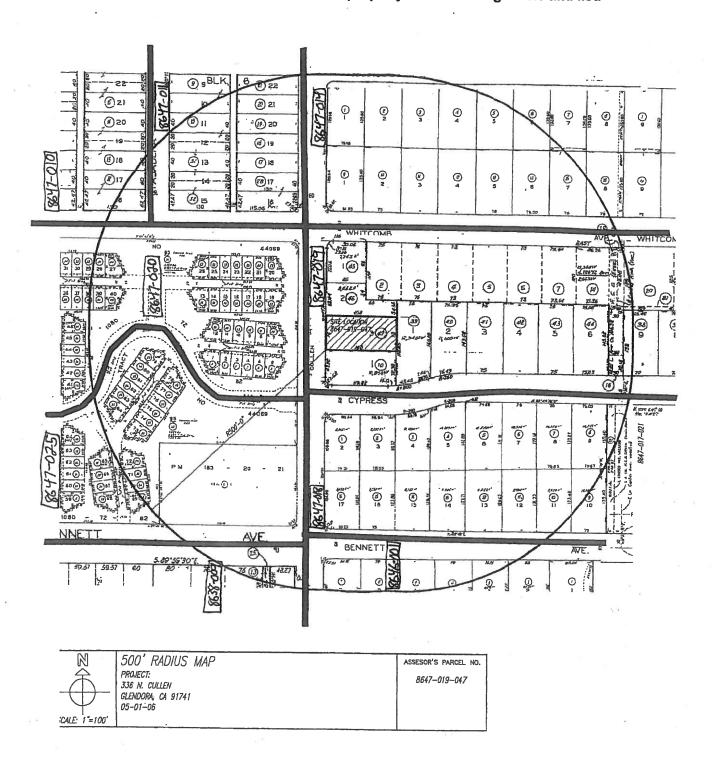
- 1. One copy of a radius map, drawn to scale, showing all existing streets, alleys, and lot lines of all properties located within 500 feet* of the exterior boundaries of all parcels comprising the site. All properties circumscribed by the applicable radius shall be identified by Assessor's Parcel Number (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.





DEPARTMENT OF PLANNING

116 East Foothill Boulevard, Glendora, California 91741 (626) 914-8214

RADIUS MAP & MAILING LABELS CERTIFICATION FORM

Attached to this certification form are a radius map of properties, and property owner address mailing labels, for all properties within the applicable 500-foot (circle appropriate) radius of all parcels comprising the site as obtained from the latest Los Angeles County Assessment Rolls, or from am updated information source with more recent property owner information. The radius map and labels are submitted for the entire subject property or properties which are identified by address and APN on the radius map.

Subject Property address(es					
Subject property APN(s):					
I certify the radius map and	mailing labels to	be true and	correct to th	e best of my knowledge	and belief.
Signature		-	Prin	nt name	
Mailing address		_	City	, state, Zip Code	<u> </u>
Telephone number					
STATE OF CALIFORNIA	SS				
COUNTY OF)				
On this	day of	į.	, 20	before me, the under	rsigned, a
Notary Public commissioned	d for		County, C	California; personally ap	peared
	known	to me to be	the person _	18.5	
whose name			_ subscribed	d to the within instrumen	t and
acknowledged that			, execut	ted the same.	
WITNESS my hand and office	cial seal				
	(Se	eal)			
Signature					
Name (Typed or printed) No	tary Public in a	nd for said S	tate		