



## NOTIFICATION PACKET PREPARATION

Applications which require a **Public Notice** must include a mailing list of property owners within a required mailing radius of the project site as stipulated by the Pasadena Municipal Code. The mailing list preparation requirements are listed below; two (2) sets of these submittal materials are required.

- 1) **RADIUS MAP** - An original copy of a Radius Map will be prepared by a Planner at the Permit Center. Each lot/parcel must be newly numbered (1 through 99...), beginning with the project site as number "①" (*written within a circle*). *Note: If the radius line touches a lot, or simply a lot line, that lot must be included on the mailing list.*
- 2) **OWNERSHIP LIST** - The typed ownership list of the property owners within the required mailing radius. The first name on the list shall correspond to the lot newly numbered "①" on the radius map, the second name corresponding to lot number "②", etc. The list must also contain the assessor's parcel number for each lot. The property owner names and address must be obtained from the latest assessor's records. Property ownership information can be obtained from the following County Assessor's offices:

### Los Angeles County Assessor Offices

(1) County Hall of Administration #205  
500 West Temple Street  
Los Angeles (213) 974-3211

(2) 1190 South Durfee  
South El Monte (626) 579-8589  
(626) 579-8590

(3) 13800 Balboa Boulevard  
Sylmar (818) 833-6000

- 3) **GUMMED LABELS** - Type only address labels on a sheet of Avery 1" x 2 5/8" labels. Please provide a label for the applicant, owner of the site and/or architect. Only one label per property owner within the radius should be provided. Labels must include the property owner's name and full address from the ownership list and a reference number corresponding to the radius map and ownership list (*see sample of gummed labels attached*). Simply reference each property as described above.
- 4) **ON-SITE POSTING REQUIREMENTS** - A sign shall be posted, at least 14 days before the public hearing. The sign will be provided by the City and given to the applicant. The applicant would then staple or nail the sign to the plywood or posts or locate the sign on a storefront window.

The following requirements shall be met:

- (1) For corner lots, signs shall be posted on each street frontage.
- (2) The sign(s) shall be located in a conspicuous place on the property abutting a street and be located five feet from the property line but not more than 10 feet from the property line.



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- (3) The sign(s) may be posted in windows when there is an existing structure on site that is not setback from the street.
  - (4) The Zoning Administrator may approve deviations to these requirements in order to meet the intent of these noticing provisions.
  - (5) Each sign shall comply with the following:
    - (a) The sign shall be 12 feet square in sign area, generally measuring three feet by four feet.
    - (b) The sign shall not exceed six feet in height from the ground level; provided, that if the property is surrounded by fences, walls, or hedges at or near the street property line, additional height may be provided as necessary to ensure visibility of the sign from the public right-of-way.
    - (c) The sign shall not be illuminated.
    - (d) The sign shall include all of the factual information about the pending application in compliance with Subsection A. (Contents of notice), above.
    - (e) The size, style, and color of the sign's lettering shall be the specifications approved by the Zoning Administrator.
    - (f) Support elements for the sign shall be made of four-inch by four-inch wood posts.
    - (g) A Building Permit shall not be required for the posting of a sign, installed in compliance with this Subparagraph.
    - (h) The sign shall remain in place until the expiration of the appeal period following a decision by the review authority. If the application has been appealed or called for review, the sign shall remain in place with the new hearing date noted until the final decision is rendered. The sign shall be removed within 10 days of either of the appeal period or the final decision, whichever applies.
    - (i) The applicant shall submit to the Zoning Administrator an affidavit verifying that the signs were posted on the subject site in a timely manner in compliance with this Subparagraph.
  - (6) Failure to post the sign, to include the required information, or to comply with applicable placement or graphic standards or requirements may result in the delay of the required public hearing.
- 5) AFFIDAVIT** - The affidavit is to be signed and dated, verifying that the information on the radius map and ownership list is accurate and obtained from the latest assessor's records.

## Gummed Labels

<p style="text-align: right;">1</p> <p>Harry &amp; Debra Connick Jr. 100 N Garfield Avenue Pasadena CA 91101</p>	<p style="text-align: right;">2,7</p> <p>William Joel 123 Jump Street Hollywood CA 90047</p>	<p style="text-align: right;">3,4</p> <p>Bobby Darin 3200 S Splash Avenue Forest Hills CA 91009</p>
<p style="text-align: right;">5</p> <p>Mr &amp; Mrs Armand Asanti 60 Roma Court Pasadena CA 91109</p>	<p style="text-align: right;">6,33</p> <p>Roberto &amp; Josephine DiNero 723 Milano Avenue Venice CA 90803</p>	<p style="text-align: right;">7</p> <p>Alberto and Angela Pacino 434 Portofino Place Pasadena CA 91101</p>
<p style="text-align: right;">8,24</p> <p>Sonny Putrino One Calabria Boulevard Pasadena CA 91104</p>	<p style="text-align: right;">9</p> <p>Delta &amp; Gerald McRaney 1234 Linda Vista Pasadena CA 91103</p>	<p style="text-align: right;">10</p>
	<p><i>etc.</i></p>	
	<p><i>etc.</i></p>	
	<p><i>etc.</i></p>	

SAMPLE

# Ownership List

PROJECT ADDRESS: 4321 Newhome Street

PROJECT # CUP-4000

**Applicant:** Harry Connick Jr.

**Date:** April 17, 1997

No.	Assessor Parcel #	Name	Address
1	5423-040-009	Harry & Debra Connick Jr.,	100 N Garfield Ave, Pasadena 91103
2	5423-040-010	William Joel,	123 Jump Street, Hollywood CA 90047
3	5736-230-005	Bobby Darin,	3200 S Splash Avenue, Forest Hills CA 91109
4	5736-230-006	Bobby Darin,	3200 S Splash Avenue, Forest Hills CA 91109
5	5724-025-111	Mr & Mrs Armand Asanti,	60 Roma Court, Pasadena CA 91109
6	5628-034-003	Roberto & Josephine DiNero,	723 Milano Avenue, Venice CA 90803
7	5628-034-006	William Joel,	123 Jump Street, Hollywood CA 90047
8	5628-034-007	Sonny Putrino,	One Calabria Boulevard, Pasadena CA 91104
9	5628-034-010	Delta & Gerald McRaney,	1234 Linda Vista, Pasadena CA 91103
	etc.	etc.	







**PASADENA PERMIT CENTER**  
[www.cityofpasadena.net/permitcenter](http://www.cityofpasadena.net/permitcenter)

## OWNERSHIP LIST AND RADIUS MAP AFFIDAVIT

PROJECT ADDRESS: \_\_\_\_\_

PROJECT # \_\_\_\_\_

I, \_\_\_\_\_ hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, we prepared an ownership list and radius map, including properties entirely and partially within \_\_\_\_\_ feet of the most exterior boundaries of the property being considered in the above referenced project known as\_(Property Address) \_\_\_\_\_.

The property owner names and addresses listed on the ownership list and gummed labels were taken from the latest records of the Los Angeles County Assessor. Such names are recorded in the records of the County Assessor as being the present owner or owners of both the subject property and the property/properties within the required mailing radius of the subject property.

We certify that said ownership list and radius map are correct and accurate to the best of my knowledge. We also acknowledge that any errors in this information will constitute an incomplete application and may invalidate its approval.

**SIGNATURE:** \_\_\_\_\_

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



**PASADENA PERMIT CENTER**

www.cityofpasadena.net/permitcenter

**INSTALLATION OF PUBLIC HEARING SIGN AFFIDAVIT**

Please complete the following affidavit and mail or deliver to:

**City of Pasadena, Current Planning Division  
175 North Garfield Avenue  
Pasadena, CA. 91101**

I, \_\_\_\_\_ (name) hereby certify that on \_\_\_\_\_ (date of posting) I installed a  
Notice of Public Hearing at the property known as \_\_\_\_\_ (site address), for  
which \_\_\_\_\_ (case type and number) is being considered by the  
\_\_\_\_\_ (hearing body) on \_\_\_\_\_ (hearing date).

By signing this, I have posted the sign(s) along each street frontage in a conspicuous place on the property abutting a street no more than 10 feet inside the property line, or in a window when there is an existing structure on site that is not setback from the street according to.

I hereby submit a photo(s) of the sign(s) as it was installed on the property and will submit additional certifications and photos of the sign for any subsequent public hearings.

Furthermore, failure to adequately post and maintain the required sign(s) on the property, **fourteen (14) days** prior to the hearing date will result in an automatic **delay** of the application.

**SIGNATURE:** \_\_\_\_\_ Date: \_\_\_\_\_

<input type="checkbox"/>	
<b><u>For Office Use Only</u></b>	
Checked by: _____	Date: _____
Hearing Date: _____	Photos Attached: _____