



CITY OF ESCONDIDO
Planning Division
Public Noticing
Requirements

The Escondido Zoning Code requires public notification for public hearing items and actions of intended decision as set forth in **Article 61, Division 6, Section 33-1300(c)** and consistent with State law. Applicants whose application request requires compliance with the above section will provide the items identified in the Public Noticing Requirements form.

The **Public Noticing Package** requirements are outlined within this form, and consist of three components: 1) A noticing package containing mailing labels, mailing list, and radius map specifying all parcels and property owner information specified in Article 61, Division 6, Section 33-1300 (refer to Attachment A); 2) On-site signage dimensioned and posted to specification (refer to Attachment B); 3) Affidavits certifying the accuracy from the preparer(s) of both 1) and 2) and compliance with on-site posting of 2) (refer to Attachments C and D).

Fees are to be paid for the cost of mailing the notices pursuant to current mailing rates set by the USPS.

On-site sign posting copy **shall be approved by Planning Division staff prior to physical printing and posting**. The Applicant shall be responsible for all costs associated with reprinting and posting for any sign(s) posted without approval from the project planner or City Planner.

Required items may be provided after initial submittal, depending on the scope of project description and entitlements requested. Notice packages must be based on data current within the last six-months. Certain planning applications may take longer than six-months to process, therefore submittal may occur after initial submittal. However, no project may be **scheduled** for hearing until a complete Notice of Public Hearing package is submitted.

- Attachment A - Examples of required items for the Noticing Package
- Attachment B - Required on-site sign templates
- Attachment C – Noticing Package certifying affidavit
- Attachment D – On-site posting certifying affidavit

1. **Noticing Package** – *must be current information* and based on the most recent San Diego County Tax Assessor’s data.*

Provided?	Required item
<input type="checkbox"/>	<p>A notification radius map, drawn on 8.5 x 11 sheet size and to scale, containing the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Subject property parcel boundary (for the subject parcel, also include: net acreage parcel dimension). <input type="checkbox"/> Label of all streets, highways, alleys, and rights-of-ways. <input type="checkbox"/> Drawn radius notification line from property boundaries of the subject property. <input type="checkbox"/> Identification numbers for all lots depicted on the radius map within the notification line. Such identification numbers must be numbered consecutively. Such identification numbers must correspond to the mailing list.
<input type="checkbox"/>	<p>Tabular mailing list showing all ownership for the affected properties in Excel file format. The following information is required in the digital mailing list:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The address of the property and planning case number (e.g., PLXX-XXXX) that is associated with the application for public hearing in the header of each page of the list. <input type="checkbox"/> A column with the corresponding Identification number listed on the radius map. <input type="checkbox"/> For each lot, the corresponding address must be formatted so that the street name/number, city/state, and zip code are under three separate columns. <input type="checkbox"/> A column with the lot Assessor’s Parcel Number (APN). <input type="checkbox"/> A column with the property owner of record.
<input type="checkbox"/>	<p>Mailing labels for all property owners identified. Labels must include a keyed number in the upper right-hand corner of the label that corresponds to the Identification number shown on the radius map and mailing list. <u>The labels must also include the corresponding Assessor’s Parcel Number at the top of each label.</u></p>
<p>2. On-site Signage – <i>copy requires Planner approval prior to printing/posting</i></p>	
<input type="checkbox"/>	<p>Printed sign pursuant to Attachment 2 below and pursuant to Article 61, Division 6 requirements.</p>
<p>3. Affidavits</p>	
<input type="checkbox"/>	<p>Affidavit form signed by preparer certifying accuracy and timeliness of list and maps.</p>
<input type="checkbox"/>	<p>Affidavit form signed by applicant certifying the on-site sign(s) have been posted per requirements.</p>

ATTACHMENT A Notice Package Examples

TABULAR MAILING LIST:

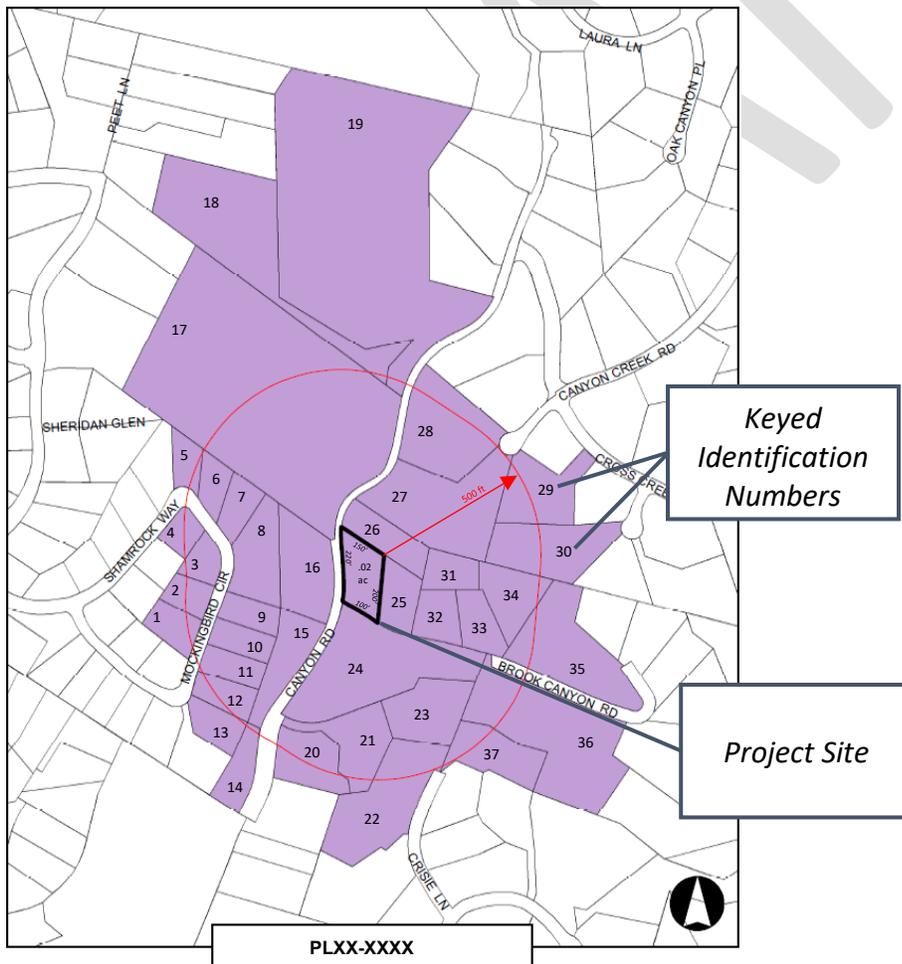
Keyed Identification number

	APN					
	A	B	C	D	E	F
1	1	0000000000	OWNER NAME	STREET NO and STREET NAME	CITY and STATE	ZIP
2	2	0000000000	OWNER NAME	STREET NO and STREET NAME	CITY and STATE	ZIP
3	3	0000000000	OWNER NAME	STREET NO and STREET NAME	CITY and STATE	ZIP
4	4	0000000000	OWNER NAME	STREET NO and STREET NAME	CITY and STATE	ZIP
5	5	0000000000	OWNER NAME	STREET NO and STREET NAME	CITY and STATE	ZIP
6	6	0000000000	OWNER NAME	STREET NO and STREET NAME	CITY and STATE	ZIP

MAILING LABELS:

APN→	000-000-00-00 PROPERTY OWNER ADDRESS CITY, STATE, ZIP	(1)	← <i>Keyed Identification number</i>
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RADIUS MAP:



ATTACHMENT B
Required On-site Sign Templates

For **PLANNING COMMISSION** items

NOTICE OF PUBLIC HEARING
Planning Commission Hearing: [Month, Day, Year]
City Council Chambers | Escondido City Hall | at 7:00 p.m.

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LOCATION:
XXXXX
XXXXX
CASE NO: PL##-####
APPLICANT: XXX
FOR FURTHER INFORMATION
CONTACT: XXXXX
AT 760-839-####
OR EMAIL:
XXX.XXX@escondido.gov
DATE POSTED:



For **CITY COUNCIL** items

NOTICE OF PUBLIC HEARING
City Council Hearing Date: [Month, Day, Year]
City Council Chambers | Escondido City Hall | at 6:00 p.m.

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LOCATION:
XXXXX
XXXXX
CASE NO: PL##-####
APPLICANT: XXX
FOR FURTHER INFORMATION
CONTACT: XXXXX
AT 760-839-####
OR EMAIL:
XXX.XXX@escondido.gov
DATE POSTED:



For **ZONING ADMINISTRATOR** items

NOTICE OF PUBLIC HEARING

Zoning Administrator Hearing: [Month, Day, Year]

City Council Chambers | Escondido City Hall | 6:00 p.m.

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LOCATION:

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CASE NO: PL##-####

APPLICANT: XXX

FOR FURTHER INFORMATION

CONTACT: XXXXX

AT 760-839-####

OR EMAIL:

XXX.XXX@escondido.gov

DATE POSTED:



For **NOTICES OF INTENDED DECISION**

NOTICE OF INTENDED DECISION

PUBLIC REVIEW PERIOD ENDS:

[Month, day, year] | 5:00 p.m.

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LOCATION:

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CASE NO: PL##-####

APPLICANT: XXX

FOR FURTHER INFORMATION

CONTACT: XXXXX

AT 760-839-####

OR EMAIL:

XXX.XXX@escondido.gov

DATE POSTED:





ATTACHMENT C
Noticing Package Affidavit (REQUIRED)

Declaration of Notice of Public Hearing Mailing List Accuracy

I, (print name) _____ hereby certify that the attached mailing list(s), radius map, and mailing labels contain the names and addresses of all affected properties as they appear on the latest available San Diego County Tax Assessor equalized assessment roll within **500-feet** of the exterior boundaries of the property that is the subject of the public hearing. I certify, under penalty of perjury, that the foregoing is true and correct.

Signature: _____

Check One: Applicant Owner Other

Title: _____

Company: _____

Phone: _____

Address: _____

Date: _____



**ATTACHMENT D
On-site Posting Affidavit (REQUIRED)**

Declaration of Sign Posting On-site

I, (print name) _____ hereby certify that the (number) ____ on-site Notice of Public Hearing Sign(s) has/have been posted in a conspicuous location so that the notice is visible from all portions of the site which abut a private or public street, and in accordance with the requirements outlined below. I, (print name) _____ agree to maintain the posted notice in good condition for the full ten (10) day notice period.

Applicant to initial upon completion	Requirement
	a general explanation of the matter to be considered
	the City case reference number
	the applicant's name
	the telephone number of the Planning Division for further information
The notice shall be constructed according to the following standards (Initial only the one which applies)	
	Minimum size requirements of 16 sq. ft. for undeveloped parcels 1 acre or larger in size or developed parcels larger than 10 acres
	Minimum size requirements of 6 sq. ft. for developed parcels less than 10 acres or undeveloped parcels less than 1 acre

Signature: _____

Check One: Applicant Owner Other