CITY OF MONTEBELLO
Community Development Department
Planning Division
1600 W. Beverly Boulevard
Montebello CA 90640
www.cityofmontebello.com

PUBLIC NOTIFICATION PACKET INSTRUCTIONS

When submitting an application for an entitlement that requires public notification, the following items are required:

2 copies of:

☐ **Radius Map** – A map identifying all of the properties located within a 300 foot radius from the exterior boundaries of the project site. Each affected lot must be numbered (with the project site as number 1). The number assigned to each property will correspond to the addresses included in the mailing list (see attached example).

☐ **Mailing List** – A list of the property owners within the required radius are from the project site. If the radius line touches any portion of the lot (or lot line) it must be included on the mailing list. The list must be numbered to correspond with the numbers assigned on the radius map, and must include the property owner's name, the property owner's mailing address, and the assessor parcel number for each lot. The property owner information provided must be obtained from the latest Los Angeles County Assessor's records (see attached example). Privately owned mapping agencies also provide this service for a fee.

☐ **Mailing Labels** – Self-adhesive mailing labels on standard 8½" x 11" sheets with the names and mailing addresses of all property owners provided in the mailing list and the corresponding reference number from the mailing list. Please provide an additional mailing label for the applicant, owner of the subject site, and/or the architect (see attached example).

☐ **Affidavit** – At the end of the mailing list a certification of the accuracy of the radius map, property owner information, and all other items submitted as part of the public notification requirements must be signed and attached to the list (see attached example).

Property ownership information can be obtained from the following Los Angeles County Assessor offices:

Kenneth Hahn Hall of Administration
500 W. Temple St. Room 225
Los Angeles, CA 90012-2770
(888) 807-2111 (Toll Free)
(213) 974-3211
Monday through Friday,
8:00 am to 5:00 pm

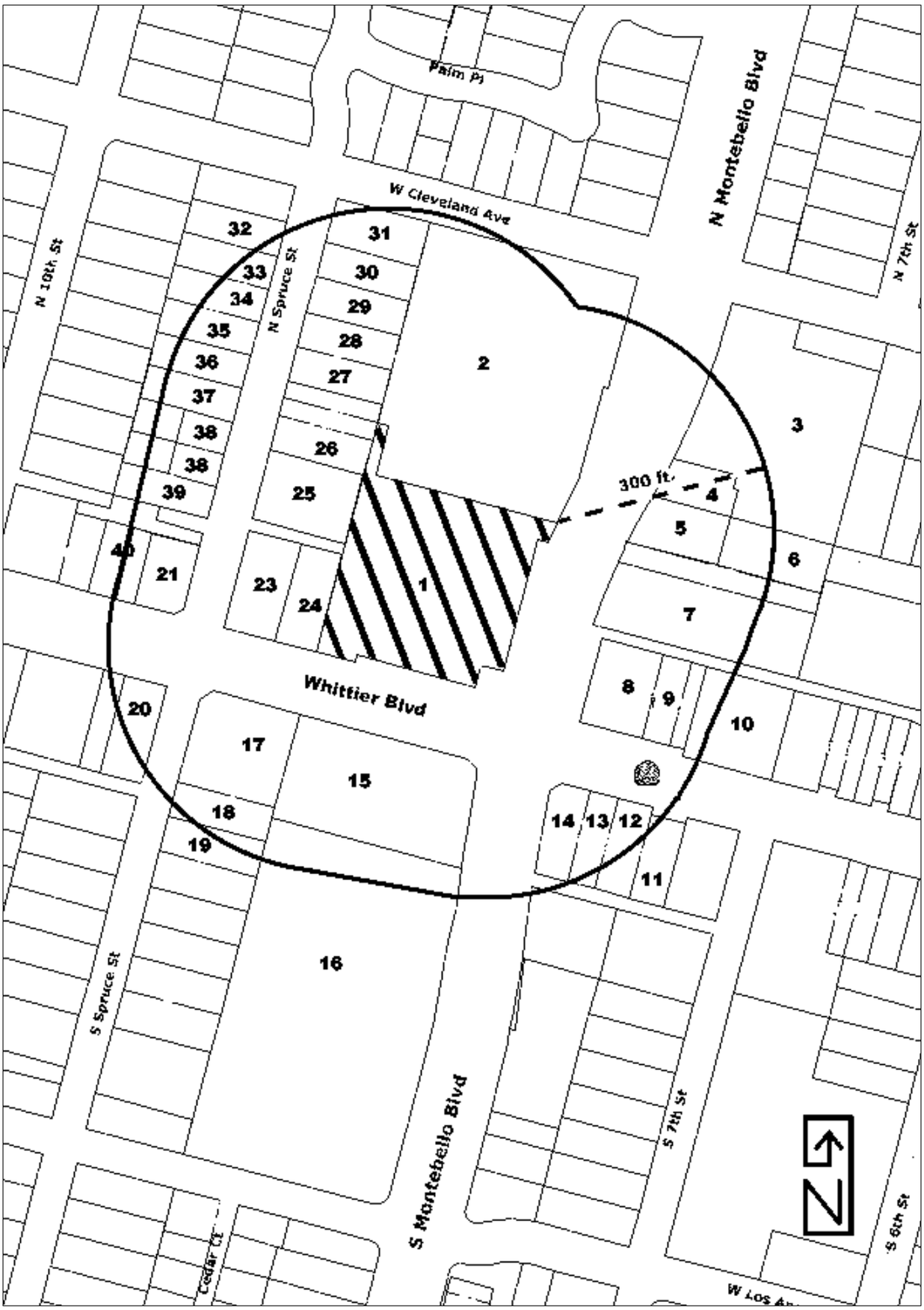
East District Office
1190 Durfee Ave.
South El Monte, CA 91733
(626) 258-6001
Monday through Friday,
8:00 am to 5:00 pm

South District Office
1401 E. Willow St.
Signal Hill, CA 90755
(562) 256-1701
Monday through Friday,
8:00 am to 5:00 pm

West District Office
6120 Bristol Parkway
Culver City, CA 90230
(310) 665-5300
Monday through Friday,
8:00 am to 5:00 pm

Please contact the Planning Division at (323) 887-1477 for any additional information related to the submittal of any Planning applications.

RADIUS MAP


Palm Pl
N Montebello Blvd
W Cleveland Ave
N 10th St
N Spruce St
N 7th St
300 ft
Whittier Blvd
S Spruce St
S Montebello Blvd
S 7th St
S 6th St
Cedar Ct
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MAILING LIST

Project Address: 4321 Whittier Boulevard Case # CUP 01-08

No.	Assessor Parcel #	Property Owner Name	Mailing Address
1	5432-012-789	Joe Property Owner	4321 Whittier Blvd, Montebello, CA 90640
2	5432-012-788	Sam Neighbor	4319 Montebello Blvd, Montebello, CA 90640
3	5432-012-787	Susie Friend	4317 Spruce St, Montebello, CA 90640
4	5431-009-123	Mr. & Mrs. Duran	311 Blaine Avenue, Fillmore, CA 93015
5	5431-009-001	Ms. Smith	2000 Policy Dr. Santa Monica, CA 90406
6	Etc.	Etc.	Etc.
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SAMPLE

MAILING LABELS

1 Joe Property Owner 4321 Whittier Blvd Montebello CA 90640	2 Sam Neighbor 4319 Montebello Blvd Montebello CA 90640	Susie Friend 4317 Spruce St Montebello CA 90640
4 Mr. & Mrs. Duran 311 Blaine Avenue Fillmore CA 93015	5 Ms. Smith 2000 Policy Dr Santa Monica CA 90406	

SAMPLE

AFFIDAVIT

I/WE _____ HEREBY CERTIFY, under penalty of perjury, that on the _____ day of 20___, I/we prepared an ownership list and radius map for properties entirely and partially within _____ feet of the most exterior boundaries of the subject property at _____ (property address), which is being considered in the above referenced project. The property owner names and addresses provided on the mailing list and mailing labels were obtained from the latest available records of the Los Angeles County Assessor. These names are recorded in the records of the County Assessor as being the present owner and owners of the subject property and the property/properties within the required mailing radius, as specified in the Montebello Municipal Code.

I/we certify that said mailing list, radius map, and mailing labels are correct and accurate to the best of my knowledge. Any errors in this information will constitute an incomplete application and may invalidate its approval.

_____ _____
Signature Date

_____ _____
Signature Date

* Ownership rolls from other sources are not accepted.