

City of Huntington Beach

2000 MAIN STREET

CALIFORNIA 92648

DEPARTMENT OF COMMUNITY DEVELOPMENT

www.huntingtonbeachca.gov

Planning Division

714/536-5271

Code Enforcement Division

714/375-5155

Building Division

714/536-5241

PUBLIC NOTIFICATION REQUIREMENTS

The City of Huntington Beach requires notification to all property owners, business owners, and tenants renting or leasing units or land within a 500-foot radius of the subject parcel (additional noticing distance required for public school sites and for sites greater than 5 acres in size pursuant to Policy Memo PP-57). The applicant(s) shall provide the following:

1. An area map indicating all properties within a five hundred (500) foot radius of the subject parcel. The subject parcels and tenant spaces shall be identified by the following (see example on reverse side):
 - An Assessor's Parcel Number, (e.g., APN# 149-181-02)
 - An Assigned sequential number
 - A separate plan shall be submitted for all properties that are occupied by more than one tenant (e.g., commercial centers, industrial centers, mobile home parks, apartment complexes, etc).
2. One typed list and two (2) sets of gummed mailing labels of the following:
 - All property owners, including name, address, zip code +4, assessor's parcel number and the sequential number corresponding to the number assigned on the area map.
 - Labels addressed to all tenants on the subject parcel(s) and properties within five hundred (500) feet of the subject site.
 - Labels addressed to homeowner's associations within five hundred (500) feet of the subject site, if any.
 - Labels addressed to applicant and property owner.
 - Labels addressed to the California Coastal Commission for projects within the coastal zone.
3. Property owners and tenants within abutting Cities shall be included on the area map and on the mailing labels.
4. All property owner information shall be prepared by either a mapping data service or a title company which utilizes one of the following sources: First American, METROSCAN, or DATAQUICK. The preparer shall certify that the information was obtained from the latest available tax rolls and that one of the above sources was utilized.
5. **Failure to comply with all of the above items may result in the rejection of the submitted application or if insufficient mailing labels are provided, it shall delay processing of a project.**

APPLICANT ACKNOWLEDGEMENT:

I, _____, hereby affirm that all public notification requirement
(Print Applicant's Name) listed above have been completed.

Applicant's Signature

Date

SAMPLE NOTIFICATION LABELS AND MAP

SAMPLE MAILING LABELS

Owners

APN # 149-181-02 1
Kelly Austin
10 Exercise Street
Always, CA 92626

APN # 149-181-03 2
Julia Stewart
123 Anywhere Boulevard
Honolulu, HI 92644

APN # 149-181-02 3
James Bond
789 Sailing Circle
Athens, CA 92648

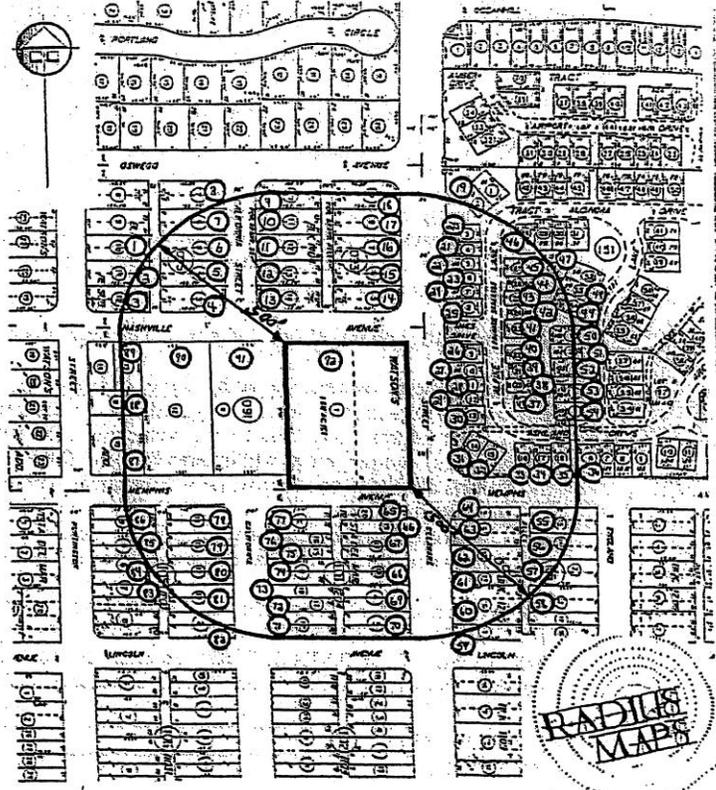
Tenants

APN # 149-181-05 4
Occupant
456 Grammar Avenue
Oakland, CA 92999

APN # 149-181-02 5
Occupant
200 Cayman Island Lane
Anaheim, CA 92628

APN # 149-181-02 6
Occupant
2000 Hilo Isle
Dallas, TX 92222

SAMPLE 500' RADIUS MAP



500' RADIUS OWNERSHIP MAP