



RIVERSIDE COUNTY PLANNING DEPARTMENT

Steve Weiss, AICP
Planning Director

PUBLIC HEARING NOTICE LABEL REQUIREMENTS

CASE TYPES REQUIRING LABELS:

CHANGES OF ZONE	TEMPORARY USE PERMIT (Requiring Environmental Assessment)
CONDITIONAL USE PERMIT	
TENTATIVE PARCEL MAP	TENTATIVE TRACT MAPS
PLOT PLAN (Requiring Environmental Assessment)	VARIANCE
PUBLIC USE PERMIT	WIND ENERGY CONVERSION SYSTEMS
ALL OTHER APPLICATIONS REQUIRING PUBLIC NOTIFICATION	

The following items must be submitted to the project planner prior to the scheduling of the application for a public hearing; or the setting of a decision date, if the application need not be set for public hearing; or as part of an Application for Appeal.

Three identical packages, each of which is to be inserted in its own 9½" x 12½" manila envelope. Each envelope shall indicate the application case number(s) and the words "SURROUNDING PROPERTY OWNERS LABELS," the date the labels were certified, and shall contain the following:

One (1) typed set of self-sticking labels indicating the names and mailing address of the owners of all the properties that are within 600 feet of the exterior property boundary of the subject site, as well as any contiguously owned properties, if applicable. If the total number of properties located within the notification area described above is less than 25, the notification area will be expanded until that area yields 25 properties, but the notification area need not exceed more than 2,400 feet from the exterior boundary of the project site and any contiguously owned properties, if any. For purposes of this requirement, multiple properties owned by a single entity shall count as one property.

One (1) typed set of self-sticking labels with the name and mailing address of the owner(s) of the project site, the project applicant, and the applicant's engineer/representative, if any.

If the project site is located within a City's Sphere of Influence and/or any City, which is within one mile of the project site, one (1) self-sticking label with the mailing address of the City Planning or Development Department.

A photocopy of all the aforementioned labels.

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P.O. Box 1409, Riverside, California 92502-1409
(951) 955-3200 · Fax (951) 955-1811

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Palm Desert, California 92211
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"Planning Our Future... Preserving Our Past"

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A completed Public Hearing Notice Labels Certification Form (see page 3), signed by a title company, engineer or surveyor, or the individual who prepared the labels certifying that the list of property owners is complete and accurate.

One (1) copy of an exhibit/map showing the subject property boundary (including any contiguous properties, if applicable) and the notification radius line indicating the radius distance (between 600 ft. and 2,400 ft.) overlaying all of the properties within that area.

One 8½" x 11" reduction of the latest amended exhibit or tentative map.

FOR PROJECTS WITH IDENTIFIED OFF-SITE ACCESS/IMPROVEMENTS: In addition to the label requirements described above, three identical packages are to be prepared, each of which is to be inserted in its own 9½" x 12½" manila envelope. The envelope shall indicate the case number and the words "LABELS FOR OFF-SITE ACCESS/IMPROVEMENTS," and shall contain the following:

- a. One typed set of self-sticking labels indicating the names and mailing address of the owners of all the property that is adjacent to the proposed off-site improvement/alignment.
- b. A photocopy of the aforementioned labels.

Note that the Riverside County's Assessor's Office will not prepare, nor certify the property owner's list. A title insurance company can be contacted to prepare the labels packages (generally for a fee), or by requesting the Riverside County Transportation Land Management Agency's (TLMA) Geographic Information System staff, at (951) 955-1844, to prepare the labels packages (a charge will be determined by GIS staff based upon the number of labels required.) Or, an individual can prepare their own labels packages by determining the property owner and mailing address for properties within the County from the Riverside County Assessor's Office through the use of Assessor's Map Books and microfiche records.

PUBLIC HEARING NOTICE LABEL REQUIREMENTS

PUBLIC HEARING NOTICE LABELS CERTIFICATION FORM

I, _____, certify that on _____,
Print name *Date*
the attached property owner’s list was prepared by:

_____ for the following project, _____,
Print Company Name and/or Individual's Name *Project case number(s)*

using a radius distance of _____ feet, pursuant to application requirements furnished by the Riverside County Planning Department. Said list is a complete and true compilation of the project applicant, the applicant’s engineer/representative, if any, the owner(s) of the subject property, the school district or districts within whose boundary the subject project is located, every City within one mile of the subject property or within whose sphere of influence the subject property is located, if any, and, all other property owners within a 600 foot radius around the subject property, and all contiguously owned properties, if any, or if that area yields less than 25 different owners, all property owners within a notification area expanded to yield a minimum of 25 different owners, to a maximum area of 2,400 feet from the project boundaries, based upon the latest equalized assessment rolls. If the property is a subdivision with identified off-site access/improvements, said list includes a complete and true compilation of the names and mailing addresses of the owners of all the property that is adjacent to the proposed off-site improvement/alignment.

I further certify that the information field is true and correct to the best of my knowledge.

Name: _____

Title/Registration: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: (____) _____ Fax No.: (____) _____

E-Mail: _____

Case No.: _____

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