



# RIVERSIDE COUNTY PLANNING DEPARTMENT

Charissa Leach, P.E.  
Assistant TLMA Director

## AGRICULTURAL PRESERVE PUBLIC HEARING NOTICE LABEL REQUIREMENTS

The following items will be submitted to the project planner just prior to the scheduling of the agricultural preserve 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 case number 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) types set of self-sticking labels indicating the name and mailing address of the project applicant, and the applicant's engineer/representative, if any.

One (1) typed set of self-sticking labels indicating then names and mailing address of each owner of land under Agricultural Preserve Contract, any portion of which is situated within one mile of the exterior boundary of the land upon which the contract is proposed to be cancelled.

One (1) typed self-sticking label indicating the name and address of the State of California Director of Conservation.

One typed set of self-sticking labels indicating the name and addresses of each owner of the property subject to the agricultural preserve application.

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

A photocopy of the aforementioned labels.

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

Riverside Office · 4080 Lemon Street, 12th Floor  
P.O. Box 1409, Riverside, California 92502-1409  
(951) 955-3200 · Fax (951) 955-1811

Desert Office · 77-588 El Duna Court, Suite H  
Palm Desert, California 92211  
(760) 863-8277 · Fax (760) 863-7555

*"Planning Our Future... Preserving Our Past"*

## **AGRICULTURAL PRESERVE PUBLIC HEARING NOTICE LABEL REQUIREMENTS**

One copy of an exhibit showing a 600 foot radius from the subject property boundary and the extended notification radius line, if applicable, and all parcels within those areas, and all property that is located within an agricultural preserve where any portion of the agricultural preserve is within 1 mile of the exterior property boundary of the subject proposal. On the exhibit (map), print the last name of all property owners within the identified notification area as they are listed on the self-sticking 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.

**AGRICULTURAL PRESERVE PUBLIC HEARING NOTICE LABEL REQUIREMENTS**

**PUBLIC HEARING NOTICE LABELS CERTIFICATION FORM**

I, \_\_\_\_\_, certify that on \_\_\_\_\_, the attached property  
*Print Name* *Date*  
owners list was prepared by \_\_\_\_\_  
*Print Company Name or Individual's Name*

pursuant to application requirements furnished by the Riverside County Planning Department. Said list is a complete and true compilation of the project applicant, and the applicant's engineer/representative, if any; the owner(s) of the subject property; the State of California Director of Conservation; every City within one mile of the subject property or within whose sphere of influence the subject property is located, if any; every owner of land under agricultural preserve contract, that is situated within one mile (wholly or portion thereof) of the exterior boundary of the land upon which the contract is proposed to be cancelled; and all other property owners within 600 feet of the property involved, 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.

I further certify that the information filed is true and correct to the best of my knowledge. I understand that incorrect or incomplete information may be grounds for rejection or denial of the application.

Name: \_\_\_\_\_

Title/Registration: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: (\_\_\_\_) \_\_\_\_\_ Fax No.: (\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Case No.: \_\_\_\_\_

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