PUBLIC NOTICING REQUIREMENTS

The City of Burbank requires applicants to submit a radius map and mailing labels along with Planning applications. The following procedures must be followed when submitting labels in accordance with this requirement:

1) A radius map shall be prepared indicating all properties and their addresses in the required radius as measured from the exterior boundaries of the property involved in the proposed project (all lots included). The map shall be to scale (with scale) and include a north arrow, property boundaries (lot lines) and street names. (See attached example)

2) The radius required depends on the type of application:

   1000' radius Development Review, Conditional Use Permit, Variance, Planned Development, Zone Map Amendment, Administrative Use Permit, Tentative Tract Map, Tentative Parcel Map, Hillside Development Permit

   300' radius Accessory Structure Permit, Second Dwelling Unit, Special Development Permit, Major Fence Exception Permit

   150' radius Minor Fence Exception, Home Occupation Music Lessons Administrative Use Permit

   8 Blocks Downtown Restaurant Administrative Use Permit requires noticing to the eight block downtown parking district

   * Additional requirements apply in the Media District Specific Plan area, check with Planning staff for details.

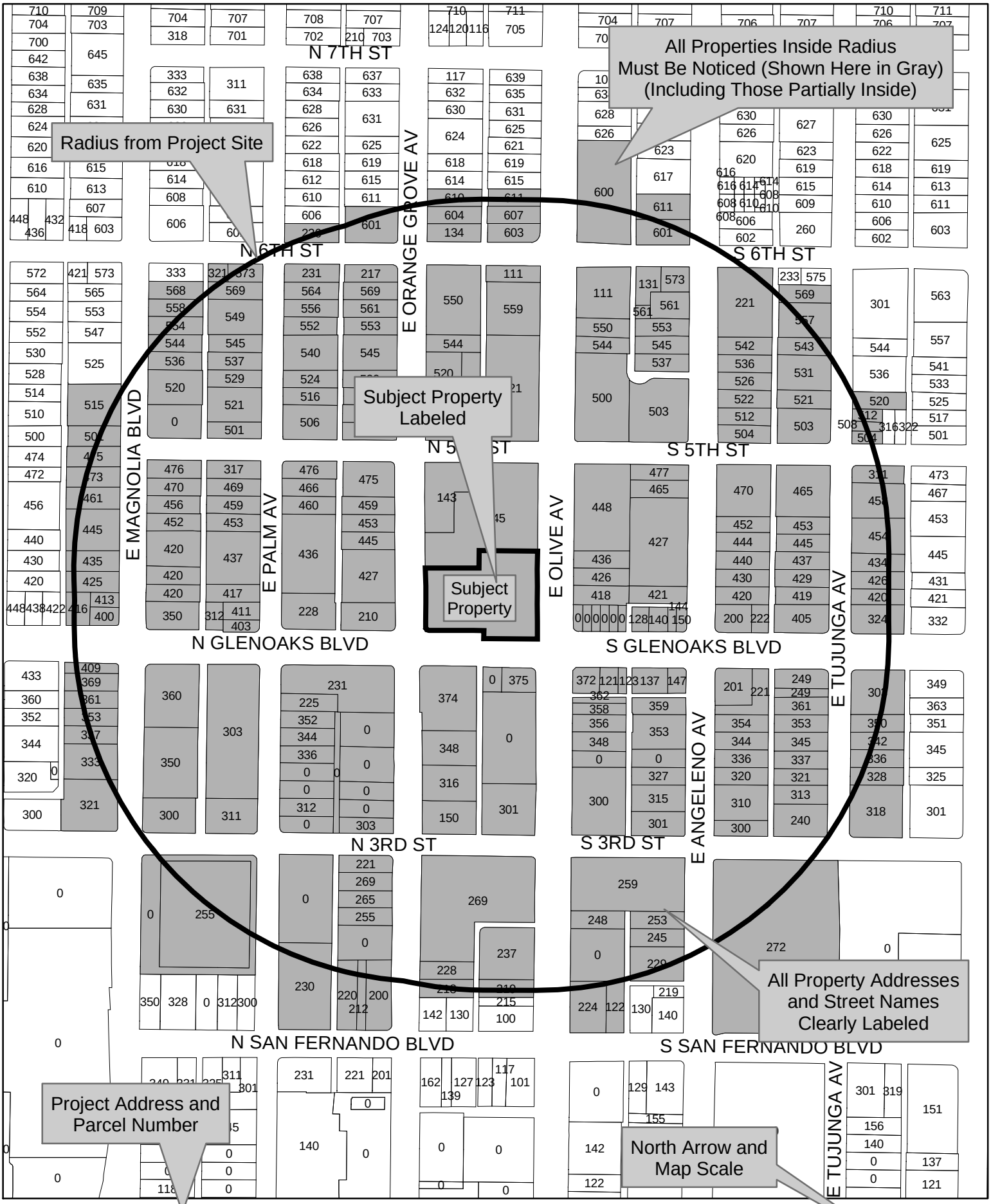
3) Have self adhesive labels prepared for both property owners and tenants of all properties within and touching the radius line, including the subject property. Any properties with multiple unit addresses should receive separate labels for each unit for the tenants and for property owners (if owned separately).

4) Property owners' names shall be included on the labels for property owners and shall be based on the most current Los Angeles County Tax Assessor information. The name "OCCUPANT" shall be included on the labels for the tenants if current tenant names cannot be obtained. The label names and addresses shall be all capitalized letters with no punctuation as follows:

Property Owner:	JOHN SMITH 456 MAPLE AVE #B LOS ANGELES CA 91001	Occupant:	OCCUPANT 123 MAIN ST #101 BURBANK CA 91502

5) Submit two sets of the mailing labels and a non-adhesive copy of the labels upon submittal of your application. Additional sets may be required should the application be appealed or require additional meetings.

6) Submit an affidavit with the mailing labels indicating that they are true and correct and based upon the most current available data. (See attached affidavit)



Sample Mailing Label Radius Map
Subject Property: 110 N. Glenoaks Blvd.
Parcel No. 1234-567-890

LABELS AFFIDAVIT

TO: City of Burbank
Community Development Department
Planning Division

REFERENCE:

_____
Name of Applicant

_____
Address of Subject Property

_____
Type of Application

_____
Daytime Telephone Number

As the applicant for the above-referenced project, I hereby declare that the attached labels are from the latest Los Angeles County Tax Assessor's roll data. I further declare that all labels within the required radius are included for both property owners and tenants for each property. The information is accurate to the best of my knowledge.

I/WE DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

EXECUTED ON _____ AT _____, CALIFORNIA.

_____
PREPARER'S SIGNATURE PRINT PREPARER'S NAME

FOR OFFICIAL USE ONLY

Received by:_____ Date Received: _____

Accepted by: _____ Radius map & labels Attached: _____

COMMENTS:

_____

Map Makers List

Please Note: This list is provided as a convenience only. The City of Burbank assumes no responsibility for the product or actions of the companies herein described.

Vertical Aeronautics, Intl. 6221 Hesperia Avenue Encino, CA 91316 (818) 996-0345	**Ownership Listing Service** PO Box 890684 Temecula, CA 92589 (951) 699-8064	**Alcoholic Beverage Licensing** 11500 W. Olympic Blvd., Suite 400 Los Angeles, CA 90064 (310) 854-5386
Ane Consulting 645 W. Ninth St., #110-141 Los Angeles, CA 90015 (213) 627-7046	**Nor Associates** 1471 S. Bedford St., Suite 2 Los Angeles, CA 90035 (310) 854-6103	**Continental Mapping Service** 6325 Van Nuys Blvd. Van Nuys, CA 91401 (818) 787-1321
The Trouble Shooter 22225 Leadwell Street Canoga Park, CA 91303 (818) 346-4096	**Quality Maps** 263 W. Olive Ave., #161 Burbank, CA 91502 (818) 588-7588	**LA Mapping Service** 8062 Whitmore St. Rosemead, CA 91770 (626) 280-8382
Quality Mapping Service 14549 Archwood St., Suite 301 Van Nuys, CA 91405 (818) 997-7949	**More Services** 12103 Lambert Ave. El Monte, CA 91732 (626) 350-5944	