



City of Burbank
Planning Division
PUBLIC NOTICE REQUIREMENTS

150 North Third St.
Burbank, CA 91502
www.burbankca.gov
P: (818) 238 - 5250

For applications that require a public notice to be mailed, the City of Burbank requires applicants to submit a radius map and mailing labels with the application. 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 (or Assessor's Parcel Number) within 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 shown) and include a north arrow, property boundaries (lot lines), and street names. See attached example.

- 2) The radius area required depends on the type of application, as follows:

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

300'radius Accessory Structure Permit, Second Dwelling Unit, Major Fence Exception, Single Family Development Permit, Hillside Development Permit

150'radius Minor Fence Exception, Home Occupation Music Lessons AUP

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

Media District: Projects of 25,000 square-feet or greater located within the Media District Specific Plan area require additional mailing of notices beyond the 1,000-foot radius. BMC §10-1-2101 provides specific information about the required area: projects occurring south of the Ventura Freeway will require mailing notices to all property owners from Mariposa Street to Clybourn south of the Ventura Freeway in addition to the 1,000-foot radius already required; projects occurring north of the Ventura Freeway will require mailing notices to all property owners from Mariposa Street to Clybourn south of Oak in addition to the 1,000-foot radius already required.

- 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 (project site). 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 and Assessor's Parcel Number (APN) 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: APN: 1234-567-890
JOHN SMITH
456 MAPLE AVE #B
LOS ANGELES, CA 91001

Occupant: OCCUPANT
123 MAIN ST #101
BURBANK, CA 91502

APN: 1234-567-890 Full Name(s) Address St #Apt City State Zip
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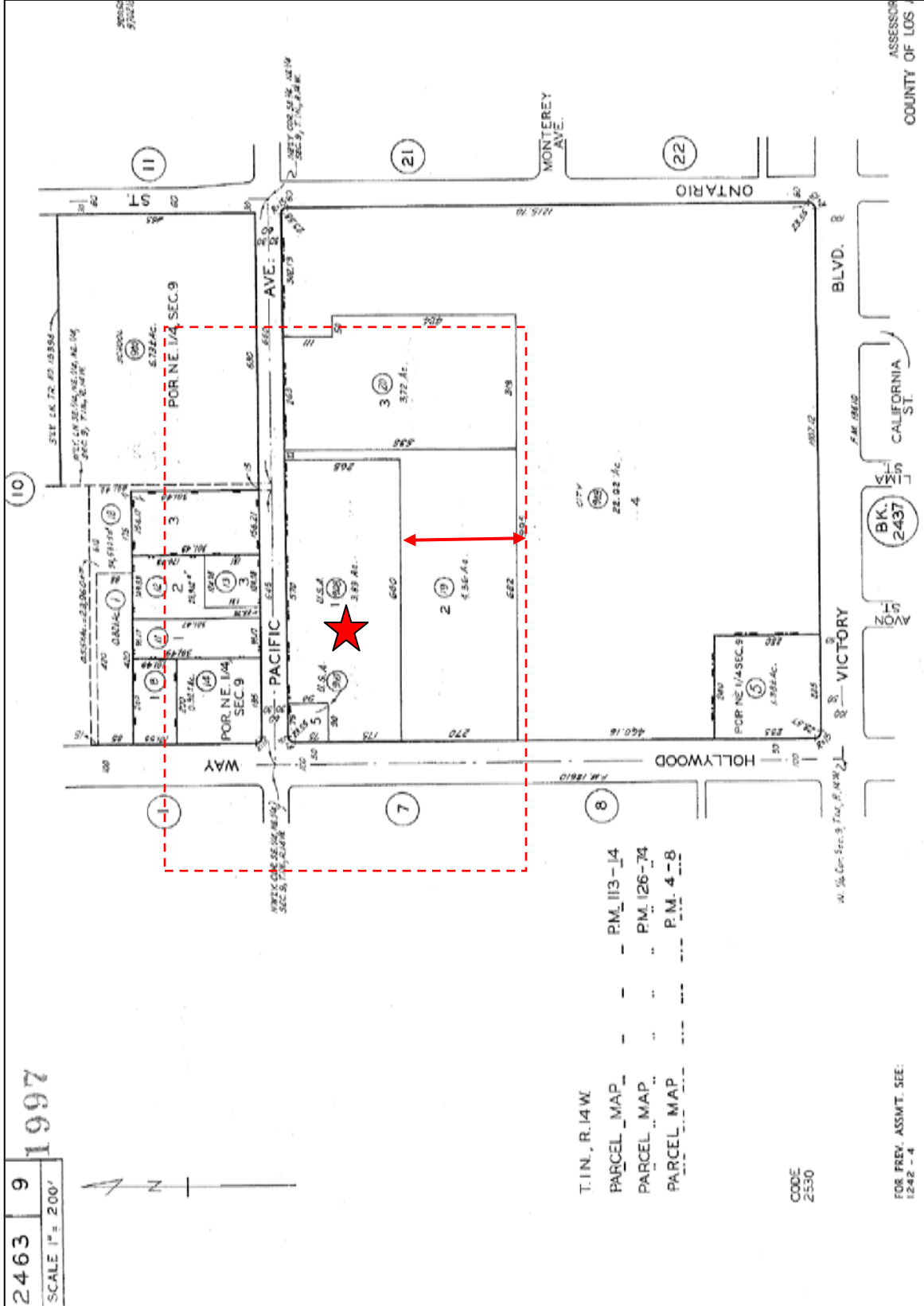
Sample Label (1" by 2¾")

Note: Use standard two-letter abbreviations for street suffixes (St, Dr, Av, etc.) and states (CA, AZ, etc.) and do not use periods or commas.

Type/Print the APNs and mailing addresses on 1" by 2¾" labels, on 3-column 8½" by 11" sheets (30 to 33 labels per sheet) of mailing labels, such as Avery 5160 or 5960 (available at office supply stores). Other label formats are not acceptable. Use a separate page for each set of labels.

- 5) Upon submittal of your application, submit **two (2) sets** of the mailing labels **and one (1)** non-adhesive copy of the labels. Additional sets may be required should the application be appealed or require additional meetings.
- 6) Submit an Affidavit with the mailing labels verifying that the list and labels are true and correct, and based upon the most current available Los Angeles County Tax Assessor's data. The Affidavit must have the name, address, and telephone number of the company and the person that created the labels. (See attached affidavit)
- 7) Pay a fee of \$250 for each public notice that must be mailed (except for Single Family Development Permits, explained below). The \$250 will typically be collected at the time of application. For example, an Administrative Use Permit or similar application that requires only one public notice to be mailed would require one fee of \$250. For a discretionary application that requires a Community Meeting, Planning Board hearing, and City Council hearing (three notices) the fee would be 3 x \$250 = \$750 total. The assigned project planner will also coordinate with the applicant for payment of any outstanding fees.
- 8) Labels must provide current information. Labels more than one year old (more than twelve months since submittal) must be updated with current information from the L.A. County Assessor's Office, and re-submitted with 2 sets of mailing labels plus one non-adhesive copy.

Example of a 300' Radius Map



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 INDIVIDUAL AND COMPANY NAME
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PREPARER'S ADDRESS	PREPARER'S PHONE NUMBER
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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	GC Mapping Service 3055 W. Valley Blvd. Alhambra, CA 91803 (626) 441-1080
Centerpoint Radius Maps 263 W. Olive Avenue #193 Burbank, CA 91502 (818) 220-5401	Arttech Design 409 W. Broadway Glendale, CA 91202 (818) 409-8921	