



City of Burbank
Planning Division
**PUBLIC NOTIFICATION REQUIREMENTS FOR
RADIUS MAP AND MAILING LABELS**

150 North Third St.
Burbank, California 91502
www.burbankca.gov
P: (818) 238 – 5250
F: 818-238-5150

Applications that require a public notice must include a radius map and mailing list of property owners within a required mailing radius of the project site, as specified below. The following procedures must be followed when submitting labels in accordance with this requirement:

- 1) **RADIUS MAP** - A radius map shall be prepared showing the required radius from the project site. Each lot/parcel their addresses (or Assessor's Parcel Number) within the required radius (Note: any property for which the radius line touches a lot, or simply a lot line, must be included on the mailing list) shall be numbered, beginning with the project site as number (1). The map shall be to scale, with the scale shown and include a north arrow, property boundaries (lot lines), and street names.

- 2) **RADIUS AREA** - The required radius area 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, Major Fence Exception, Major Fence Exception, 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 Section 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) **OWNERSHIP AND OCCUPANT LISTS** – One electronic copy of a typed ownership list and one electronic copy of a typed occupant list for the property owners and occupants within the required mailing radius shall be included with the submittal. The first name on the list shall correspond to the lot newly numbered (1) on the radius map, the second name corresponding to lot number (2), etc. The list must also contain the assessor's parcel number for each lot. Any properties with multiple unit addresses should receive separate labels for each unit for the tenants and for property owners (if owned separately). Property owners' names and Assessor's Parcel Number (APN) shall be included on the list and the information 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. Property ownership information can be obtained from the following County Assessor offices:

1. County Hall of Administration #205
500 West Temple Street
Los Angeles (213) 974-3211
2. 1190 South Durfee Avenue
South El Monte
(626) 579-8589 (626) 579-8590
3. 13800 Balboa Boulevard
Sylmar (818) 833-6000

- 4) **MAIL MERGE EXCEL SPREADSHEET** – Provide the ownership and occupant list in an Excel Spreadsheet format for mail merge purposes. The spreadsheet shall include the following columns in the following order: Radius Map Reference No. (corresponding to the radius map and ownership list); Property Owner’s Full Name; Street Address; City; State; and Zip Code.

Type all information in **CAPS ONLY** (see sample of spreadsheet below). The Applicant, owner of the site and/or architect shall be included in this list. Each property owner within the radius should be listed only once. Simply reference each property as described above. The spreadsheet shall be saved on a USB flash drive and submitted as part of the notification packet.

Radius Map Reference #	Property Owner’s Full Name	Street Address	City	State	Zip Code
	APPLICANT NAME	150 N. THIRD STREET	BURBANK	CA	91502
	PROJECT OWNER NAME	275 E. OLIVE AVENUE	BURBANK	CA	91502
	PROJECT ARCHITECT NAME	2627 N. HOLLYWOOD WAY	BURBANK	CA	91502
(1)	JOHN DOE	123 MAIN STREET	BURBANK	CA	91502
(2)	SAM SMITH	125 MAIN STREET	BURBANK	CA	91502

- 5) **ON-SITE SIGN POSTING** – Certain public notices also require the posting of an on-site sign, which shall be posted 10 business days before the public hearing. Staff will provide the exact sign copy and posting requirements to the applicant and the applicant will be responsible for manufacturing and installing the sign. Failure to post the sign, to include the required information, or to comply with applicable placement or graphic standards or requirements may result in the delay of the required public hearing.

- 6) **AFFIDAVIT** - 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) **FEES** Pay a fee of \$250 for each public notice that must be mailed. The \$250 will typically be collected at the time of application submittal. 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 \times \$250 = \750 total. The assigned project planner will also coordinate with the applicant for payment of any outstanding fees.
- 8) **EXPIRATION** Labels must provide current information. If, during the course of processing an application, the labels become more than six months old (more than six months since preparation) they must be updated with current information from the L.A. County Assessor's Office and re-submitted prior to the preparation and distribution of any public notice.

Map Makers

The below list identifies mapping companies that provide both labeling and printing services. You are not required to use any of these companies and may choose a company that is not on this 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. If you would like to be included on this list, please call (818) 238-5250.*

Quality Maps

263 W. Olive Ave. #161
Burbank, CA 91502
(818) 588-7588
qualitymaps@gmail.com

GC Mapping Service

3055 W. Valley Blvd.
Alhambra, CA 91803
(626) 441-1080
gcmapping@radiusmaps.com

Centerpoint Radius Maps

263 W. Olive Ave. #193
Burbank, CA 91502
(818) 228-5401
centerpointradiusmaps@gmail.com

More Services

12103 Lambert Ave.
El Monte, CA 91732
moreservices@sbcglobal.net

Arttech Design

409 W. Broadway
Glendale, CA 91202
(818) 409-8921
arttechla@gmail.com

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

PREPARER'S ADDRESS

PREPARER'S PHONE NUMBER

FOR OFFICIAL USE ONLY

Received by: _____ Date Received: _____

Accepted by: _____ Radius map & labels Attached: _____

COMMENTS: