

**CITY OF ENCINITAS  
PLANNING AND BUILDING DEPARTMENT  
PUBLIC NOTICE PACKAGE INFORMATION  
AND INSTRUCTIONS**



**These instructions apply only to those applications that are not subject to the Citizen Participation Program (CPP). For applications subject to CPP, refer to the instructions contained in the “Citizen Participation Program & Public Notice Package” (Form CP).**

Applicants are responsible for providing up-to-date, accurate, and complete public notification materials to the City. Any errors and/or omissions in the packet of noticing information may invalidate the public hearing or notice of public review and comment period and result in additional cost and delays to the applicant.

Please follow the instructions below and submit to the Planning and Building Department at time of application.

1. On 11 x 17 inch assessor maps, draw a 500-foot\* radius from the subject property boundaries. The subject property must be sufficiently highlighted and the radius drawn to scale. Identify each parcel within the 500-foot radius. Figure 1 (attached) is an example of such a map. Please, do not cut and tape assessor parcel maps together.
2. Compile mailing list on 8.5 x 11 inch paper. Figure 2 (attached) is an example of such a list. The mailing list will consist of the following:
  - a) current typed list of all property owners of the parcels identified in Step 1 above. The list should include the Assessor Parcel Number (APN) on the first line, then the owner name and mailing address for each parcel. Contact the County Assessor's Office for the most current listing for each parcel number;
  - b) current typed list of all residents/ occupant of the parcels identified in Step 1 above. The list should include the Assessor Parcel Number (APN) on the first line, then the word “Occupant” or “Resident” and site address for each parcel. Be sure to include all residents/ occupants of the subject property and all tenants of commercial properties as well as all parties known by the applicant to have an interest in the proposed development;
  - c) the name and address of the subject property owner and/or applicant's representative;
  - d) for all applications within the coastal zone, a notice must be sent to the Coastal Commission's San Diego Office, 7575 Metropolitan Drive, Suite 103, San Diego, CA 92108-4402.
  - e) if there is common area within the 500-foot radius, please discuss your noticing requirements with staff as notices may need to be sent to everyone with ownership interest within that common area.

\* Exception – If application is for a time extension to extend a permit that originally required a 500-foot radius notification, the time extension application will also require a 500-foot radius notification. If there are not at least (20) individual property owners within the 500-foot radius, the radius must be expanded to include at least (20) individual property owners.

3. Provide complete set(s) of pre-addressed, postage-stamped (not metered) standard letter envelopes (4 1/8 x 9 1/2) for each mailing list entry developed in Step 2. The number of sets required depends on whether or not your application includes an Environmental Initial Study.

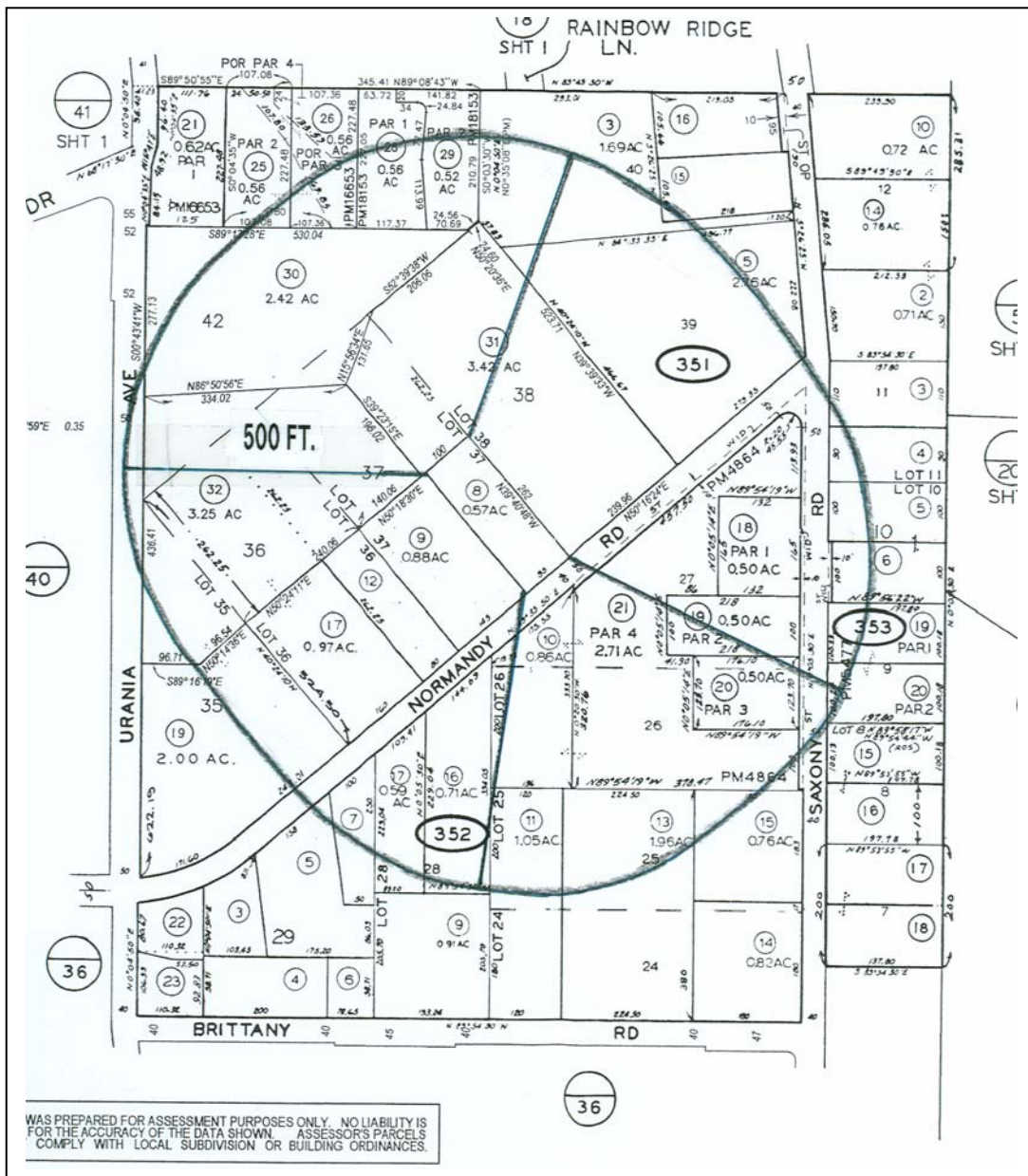
Application Type	Review Authority	Required sets of envelopes
Administrative Applications	Planning & Building Department	1 set  (2 sets when application includes Environmental Initial Study)

**NO ENVELOPES WITH RETURN ADDRESSES, BUSINESS LETTERHEADS, POSTAGE METER STAMPS, OR THAT ARE SELF-SEALING WILL BE ACCEPTED. DUE TO THE U.S. POSTAL SERVICE'S AUTOMATED SORTING EQUIPMENT, THE APN MUST APPEAR AT THE TOP OF THE ADDRESS LABEL AS SHOWN IN FIGURE 2.**

4. Provide one (1) set of gummed labels on 8 1/2" x 11" sheets containing the names and mailing addresses of all those listed in Step 2. Each label should include the APN for parcels within the minimum radius.
5. Complete Vicinity Map form indicating scale and North arrow (attached).
6. Post the property with the notice material supplied by the City. The posted notice must be visible from the street side of the property and placed so that interested parties are able to read the notice. After you have posted the supplied notice, return the "Certification of Posting" (attached) to the Planning and Building Department within 24 hours of posting.
7. Sign the attached PUBLIC NOTICE PACKAGE CERTIFICATION form.

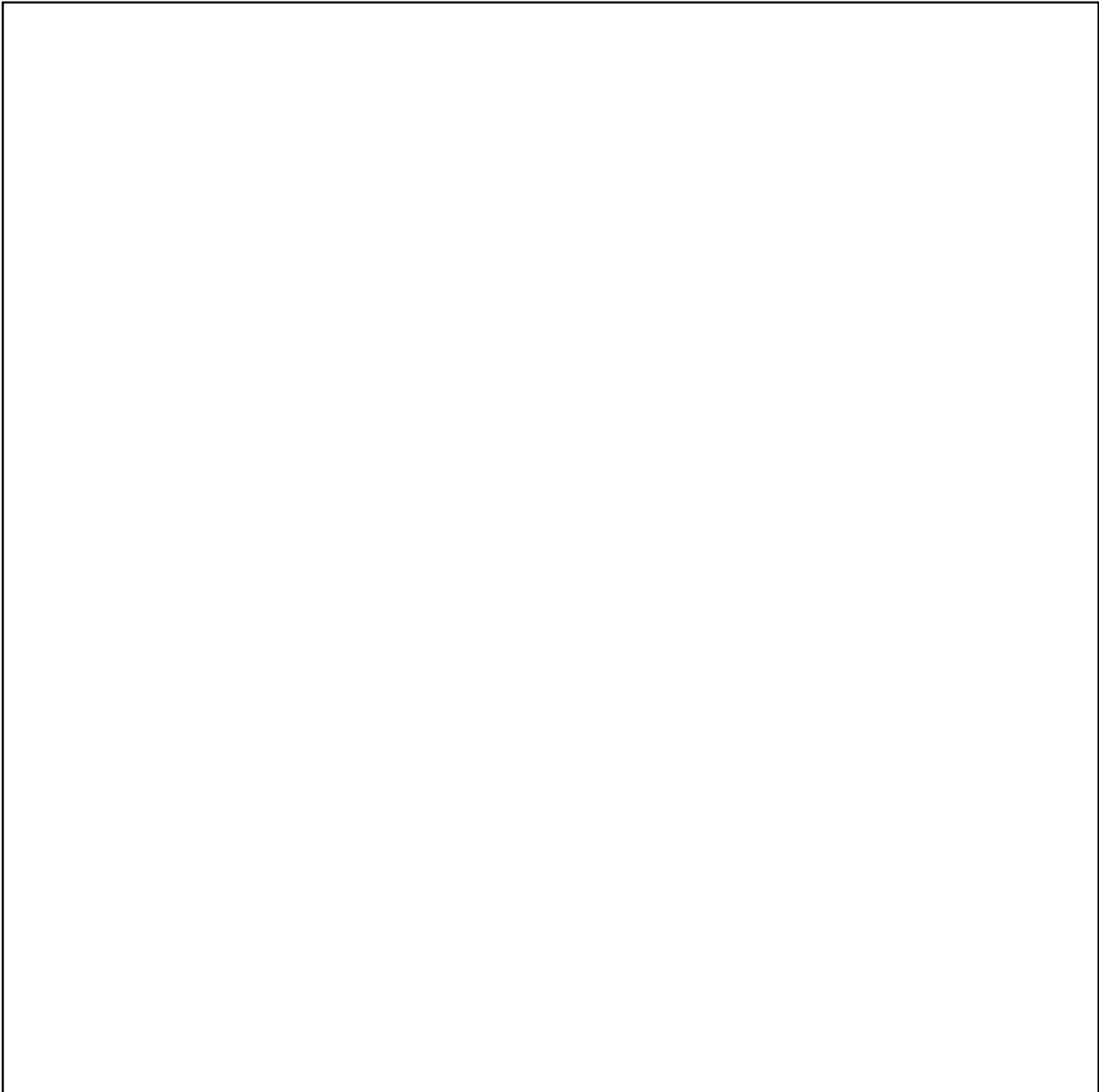
If you have any questions about the requirements as stated above, please call the Planning and Building Department at (760) 633-2710.

**FIGURE 1**



**FIGURE 2**

256-293-043 Chris & Roxanne Smith 377 La Veta Ave. Encinitas, CA 92024	256-293-039 Kerry & Jennifer Brown 358 La Veta Ave. Encinitas, CA 92024	256-292-22 Holder Family Trust 359 La Veta Ave. Encinitas, CA 92024	256-292-04 Bill & Cindy Tanner 351 La Veta Ave. Encinitas, CA 92024
256-293-08 John & Kelly Simm 357 La Veta Ave. Encinitas, CA 92024	256-293-41 Lisa & Sam Johnson 1867 Adams Way Aliso Viejo, CA 92691	256-293-038 Clemens Family Trust 352 La Veta Ave. Encinitas, CA 92024	256-293-042 Lin Jenkins 356 La Veta Ave. Encinitas, CA 92024
256-293-032 Miller Family Trust 367 La Mesa Ave. Encinitas, CA 92024	256-293-41 Resident 361 La Mesa Ave. Encinitas, CA 92024	256-293-33 Will & Mary Owens 355 La Mesa Ave. Encinitas, CA 92024	Leucadia Town Council P.O. Box 23219 Leucadia, CA 92023



VICINITY MAP

NORTH

SCALE - 1"= \_\_\_\_\_

**CERTIFICATION OF POSTING**

I certify that the "Notice of Permit Application" has been posted at a conspicuous

location on the site on \_\_\_\_\_.

(date)

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

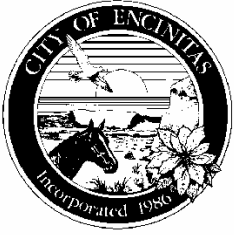
LOCATION: \_\_\_\_\_

\_\_\_\_\_

RETURN TO: \_\_\_\_\_

(Planner)

CITY OF ENCINITAS  
PLANNING & BUILDING DEPARTMENT  
Planning Division  
505 South Vulcan Avenue  
Encinitas, CA 92024  
(760) 633-2710



# **PUBLIC NOTICE PACKAGE** **CERTIFICATION**

I certify that:

The "Public Notice Package" submitted herewith the **City of Encinitas Citizen Participation Program and Public Notice Package (Form CP)** or the **City of Encinitas Planning & Building Department Public Notice Package Information and Instructions (Form P)**, whichever is applicable to my project, is accurate and complete according to the instructions contained therein.

I understand that I am solely responsible for the accuracy and completeness of these notification materials and acknowledge that any errors and/or omissions may invalidate any Citizen Participation Program activities, notice of public review, or public hearing conducted in reliance of these materials. Any such noticing defect may result in re-noticing and/or re-hearing causing additional cost or delay to my project.

**Signature:** \_\_\_\_\_  
(Applicant/ Authorized Agent)  
**Print Name:** \_\_\_\_\_  
**Case Number:** \_\_\_\_\_  
**Location:** \_\_\_\_\_  
\_\_\_\_\_

Return to:

**CITY OF ENCINITAS  
PLANNING AND BUILDING DEPARTMENT  
CPP COORDINATOR  
505 SOUTH VULCAN AVENUE  
ENCINITAS, CA 92024  
(760) 633-2710**