



# CITY OF **BIG BEAR LAKE** *California*

## Public Notice Package

A certified public notice package is required of certain projects, where notification of surrounding property owners must occur in advance of a meeting before the decision-maker. Development Code §17.03.030.A.4 clarifies certain radius requirements based on comprehensive site size:

<u>Subject site size (acres)</u>	<u>Radius from site boundaries</u>
5 acres or less	300 feet
> 5 acres and <= 10 acres	500 feet
> 10 acres	700 feet

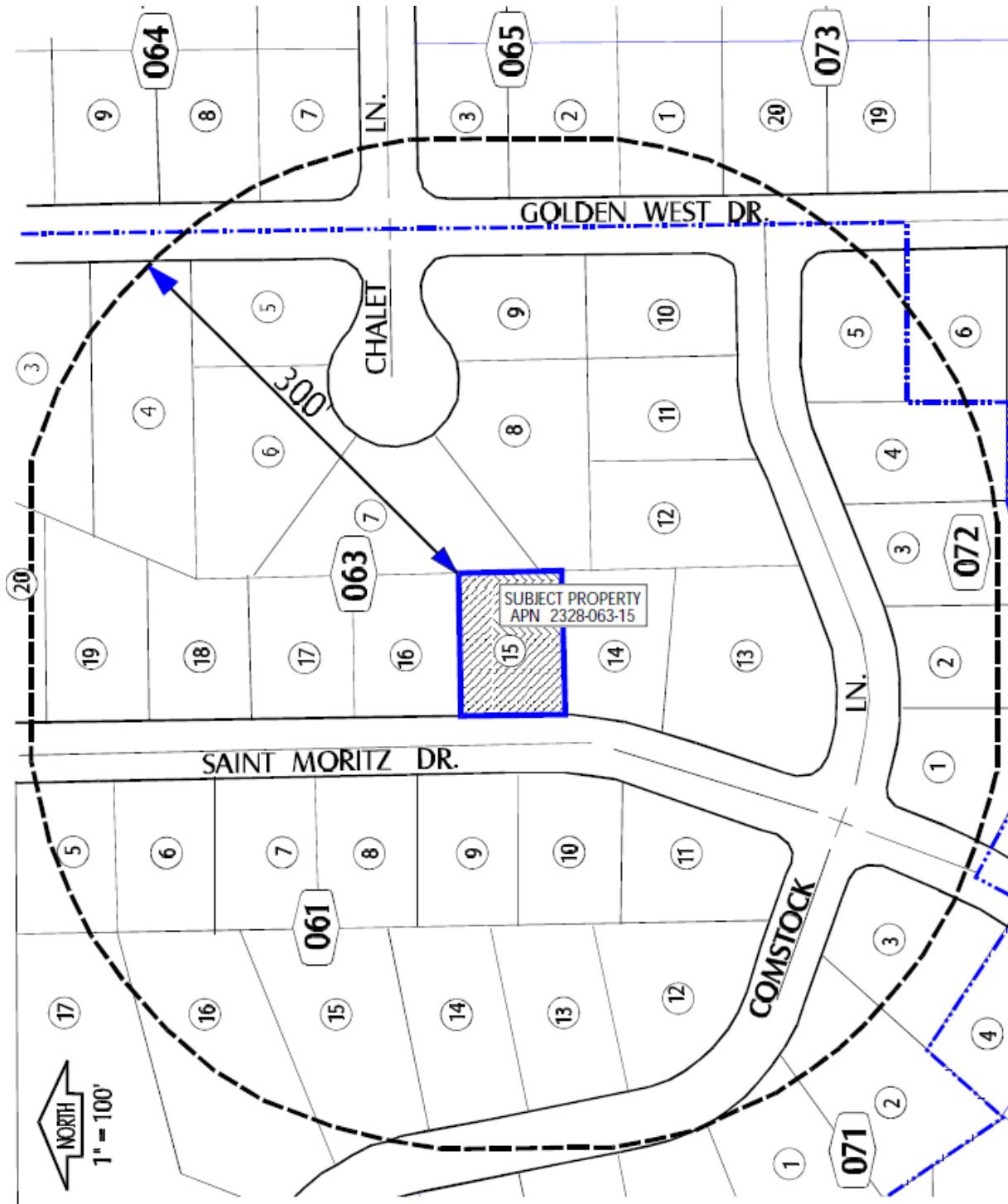
The applicant must prepare, or have prepared, a public notice package for submittal to the City no more than 6 months prior to a public hearing date. These are typically prepared by a title company, or a company that specializes in such packages. All of the following items must be received before the hearing can be scheduled:

- **RADIUS MAP:** The subject site boundaries must be clearly identified, as well as the appropriate radius from the boundaries.
- **PROPERTY OWNERS LIST:** Each property that falls within the identified radius must be included on the list. The list must include the name, Assessor's Parcel Number (APN), and mailing address for each property.
- **MAILING LABELS (2 sets):** Each property must be included/typed on 3-column format mailing labels (i.e. Avery 5160 or equivalent). The first line of each address label must include the APN. It is recommended that the project site owner(s), project applicant, and project representatives be included on these labels.
- **COPY OF MAILING LABELS:** One copy of the mailing labels must be provided on letter-size paper for the project file.
- **CERTIFICATION:** An affidavit completed by the preparer of the public notice package certifying the validity and accuracy of the submitted information. This is typically prepared by a Title Company or a company that specializes in public notice packages.
- **POSTAGE:** Adequate postage for 2 mailings must be provided in Forever stamps issued by the USPS. This will be required in advance of publication or notice of a public hearing.

Samples of a Radius Map, Mailing Labels, and Affidavit follow:

## RADIUS MAP EXAMPLE

A radius map of the surrounding properties, which must correspond to the radius mailing labels, must be provided. The County Tax Assessor's Pages may be used as a base map. The radius zone, distance from property, and subject property must be clearly shown. Example:



**PROPERTY OWNERS MAILING LIST EXAMPLE**  
 (typed/printed on Avery 5160 labels or equivalent)

0123-456-78 PROPERTY OWNER PO BOX 1234 BIG BEAR LAKE CA 92315	CONTACT PERSON/REPRESENTATIVE 123 MAILING ADDRESS BIG BEAR LAKE CA 92315	APPLICANT 123 MAILING ADDRESS BIG BEAR LAKE CA 92315
1234-567-89 ADJACENT OWNER NAME PO BOX 5678 BIG BEAR LAKE CA 92315	1234-567-89 ADJACENT OWNER NAME PO BOX 5678 BIG BEAR LAKE CA 92315	1234-567-89 ADJACENT OWNER NAME PO BOX 5678 BIG BEAR LAKE CA 92315
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**PUBLIC NOTICE AFFIDAVIT EXAMPLE**

(completed by preparer, on company letterhead)

**PUBLIC NOTICE PACKAGE AFFIDAVIT**

(place on company letterhead)

I, (print name) \_\_\_\_\_ hereby certify that the attached map and list(s), comprising the Public Notice Package, prepared on (date) \_\_\_\_\_, contain the names and addresses of all persons to whom all property is assessed, as they appear on the latest available assessment roll of the County of San Bernardino. The list(s) identify all properties located within \_\_\_\_\_ feet measured from the exterior boundaries of the subject property, described by the following Assessor's Parcel Number(s):

\_\_\_\_\_.

I certify, under penalty of perjury, that the foregoing is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
e-mail