



CITY OF GLENDORA, COMMUNITY DEVELOPMENT DEPARTMENT
RADIUS MAP & MAILING LABEL CERTIFICATION

FOR PUBLIC HEARING AND DIRECTOR REVIEW NOTIFICATIONS

The following material must be submitted by the applicant, or an agent authorized by the applicant as a part of any application for which public hearing notification is required:

1. One copy of a radius map, drawn to scale, showing all existing streets, alleys, and lot lines of all properties located within three hundred (300) feet* of the exterior boundaries of all parcels comprising the site. All properties circumscribed by the applicable radius shall be identified by Assessor's Parcel Number (APN). Assessor's parcel maps should be used as a basis for preparing the ownership map.

*NOTE: For General Plan Amendments that designate non-residential property for residential use or would increase the density of residential use of a property, the radius is 2,000 feet.

2. One** set of self-adhesive mailing address labels. The labels shall contain the names and mailing addresses of all property owners of properties within the applicable radius, keyed to the map by APN. If a property owner mailing address is unavailable, provide the property situs address. Ensure that public agencies (e.g. school districts, flood control districts) with property within the radius are also notified.

The labels MUST be on Avery 5160/5260 or equivalent 1" by 2-5/8" label sheets. The APNs should be sorted in ascending order. Identify all duplicate owners. The list must be prepared from the latest available assessment roll at the Los Angeles County Assessor's Office as well as updated ownership information.

**NOTE: Projects that require both Planning Commission and City Council hearings must provide two sets of labels.

3. A completed and notarized certification form for the radius map and mailing labels, signed by the preparer of the radius map and labels.



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RADIUS MAP & MAILING LABELS CERTIFICATION FORM

Attached to this certification form are a radius map of properties, and property owner address mailing labels, for all properties within the applicable 300-foot (circle appropriate) radius of all parcels comprising the site as obtained from the latest Los Angeles County Assessment Rolls, or from an updated information source with more recent property owner information. The radius map and labels are submitted for the entire subject property or properties which are identified by address and APN on the radius map.

Subject Property address(es): _____

Subject property APN(s): _____

I certify the radius map and mailing labels to be true and correct to the best of my knowledge and belief.

Signature

Print name

Mailing address

City, state, Zip Code

Telephone number

STATE OF CALIFORNIA

COUNTY OF _____)
SS

On this _____ day of _____, 20____ before me, the undersigned, a Notary
Public commissioned for _____ County, California; personally appeared
_____ known to me to be the person _____, whose
name _____ subscribed to the within instrument and acknowledged
that _____, executed the same.

WITNESS my hand and official seal
(Seal)

Signature

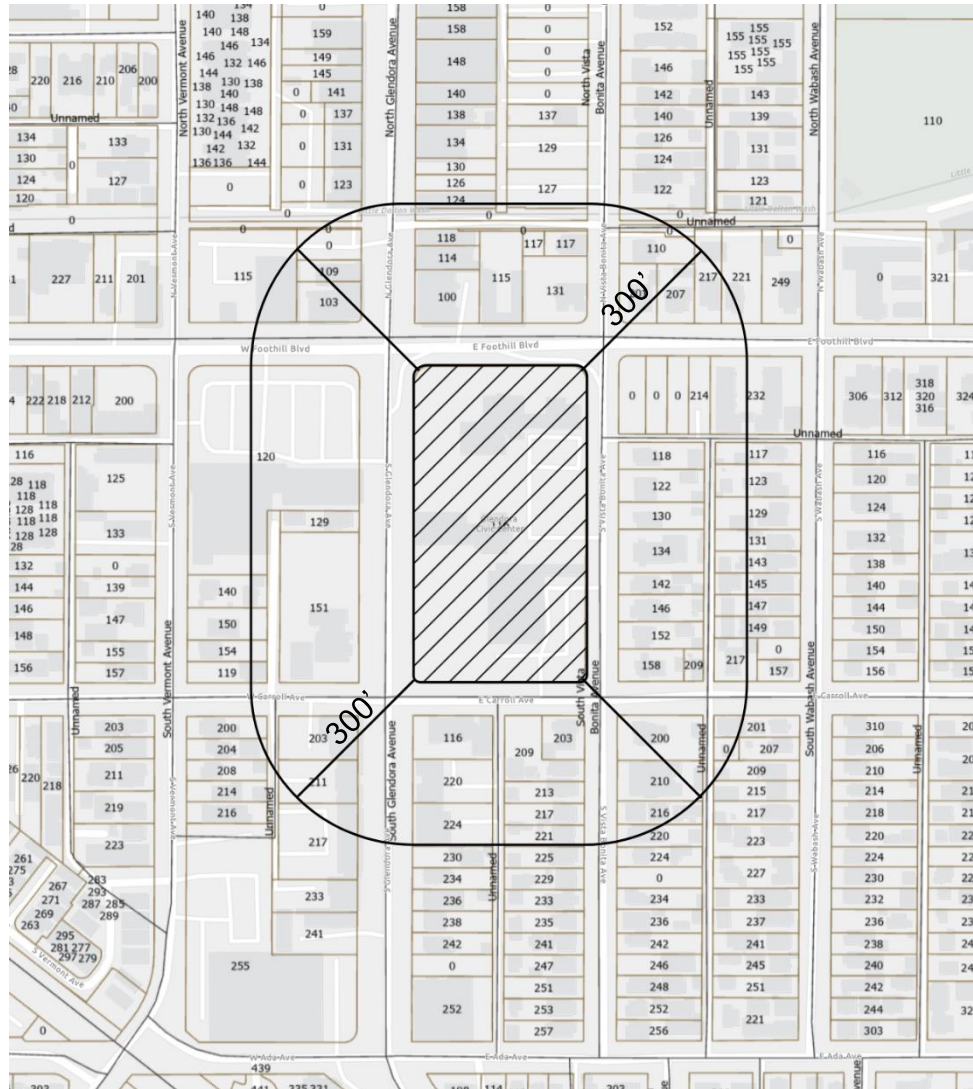
Name (Typed or printed) Notary Public in and for said State



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SAMPLE RADIUS MAP*

- Provide the scale and date.
- Provide book and page numbers.
- Highlight the APNs included in the property owner mailing labels and list.



NOT TO SCALE

300' RADIUS MAP

PROJECT:
116 E FOOTHILL BLVD.
GLENDDORA CA, 91741
2-05-24

ASSESSOR'S PARCEL NO.

8638027908

*Sample radius map not to scale. For presentation purposes only.