



Checklist for entitlements that require **Public Noticing Type I**

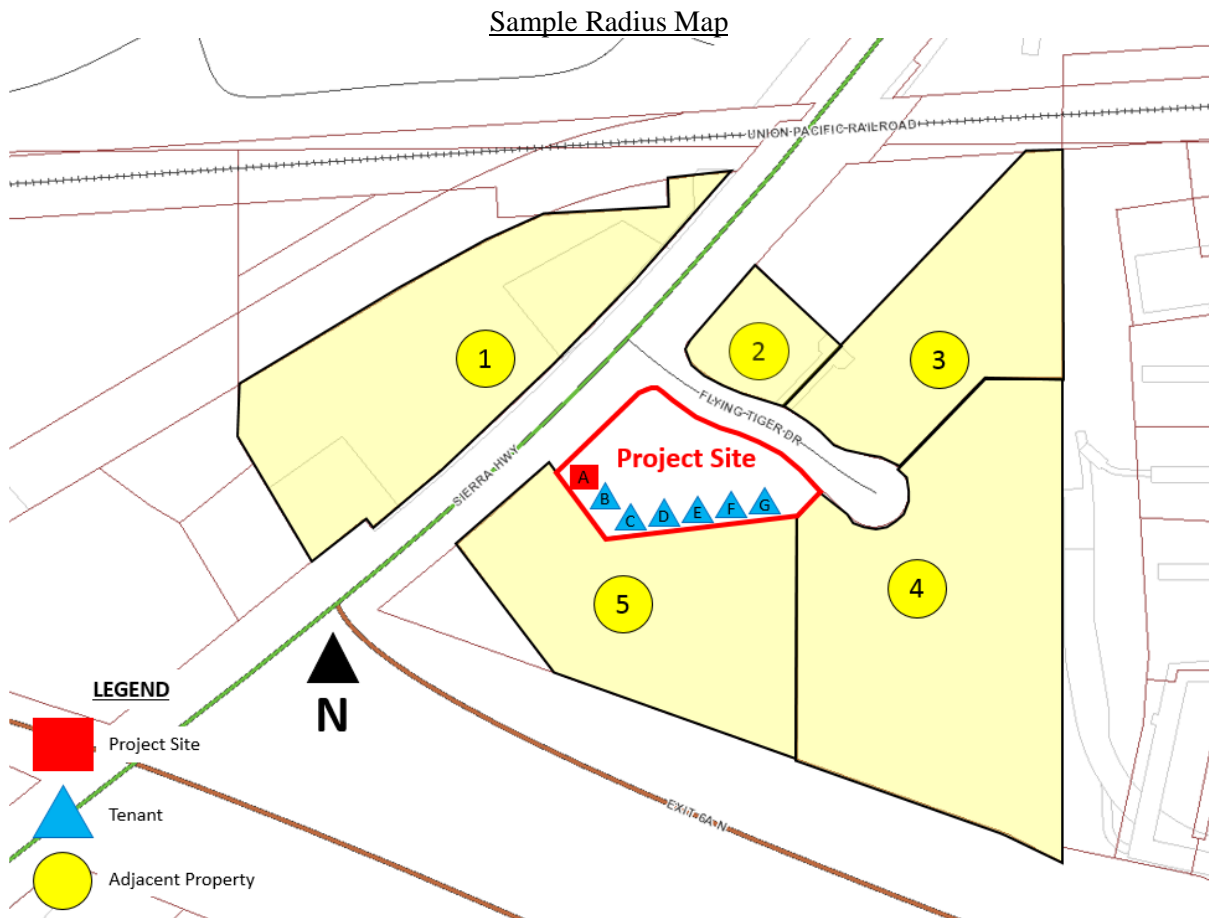
Type I public noticing is required for certain Class III entitlement applications pursuant to [Section 17.06.100](#) of the Unified Development Code (UDC). Class III entitlements include: Adjustment (ADJ), Minor Use Permit (MUP), Administrative Sign Variance.

Public Noticing (Type I) Submittal Requirements

Applications shall be reviewed for compliance with these submittal requirements. *Applications submitted without the required information may not be accepted for processing or may be deemed incomplete and processing suspended.*

A. ___ Two (2) copies of a Land Use/Property Ownership Map indicating:

- A 1" to 100' scale
- Subject property and dimensions
- All surrounding properties that abut or are located directly across a street or right-of-way from the subject property
- All abutting streets, highways, alleys, right-of-ways, bike paths, paseos, trail, etc.
- All tract, lot, and house numbers
- Existing uses on all lots, parcels, and properties abutting or across a street or right-of-way from the subject property (house, apartments, store, etc.)



B. ___ **Notarized Certified Property Owner’s List Affidavit** signed by the preparer of the notices (attached)

C. ___ **List of Property Owners/Tenant with the following information:**

- Names and mailing addresses of current owners as they appear on the latest available assessment roll of the Los Angeles County Assessor of each property or portion of property which abuts the subject property and is located directly across any street or right-of-way from the subject property
- If the project is located within a commercial or industrial center, provide the name and address of each tenant within the center
- Assign a number to each name on the list and indicate the corresponding numbers on the lots or parcels on the Land Use/Property Ownership Map

D. ___ **Mailing Labels of Property Owners/Tenants:**

- Two (2) complete sets of mailing labels for all property owners whose property or portion of property abuts the subject property or is located directly across a street or right-of-way from the subject property. Labels shall include:

Name(s) and address(es) of:

- Property owners of the proposed project site
- Applicant, if different from the owner
- Applicant’s representative, engineer, architect, and or surveyor
- Each business and/or tenant, if the project is located within a commercial, professional, or other type of multi-tenant center

Sample Mailing Labels

1	Sammy’s Dance Studio APN0-000-000 12345 Example Street #104 Santa Clarita, CA 91355	2	Proper T. Owner APN0-000-000 12345 Example Street Santa Clarita, CA 91355	3	Seabiscuit Mapping Co. APN0-000-000 12344 Test Drive Santa Clarita, CA 91355
4	Property Owner 1 APN0-000-000 12346 Void Lane Santa Clarita, CA 91355	5	Property Owner 2 APN0-000-000 12349 Example Street Santa Clarita, CA 91355	6	Property Owner 3 APN0-000-000 12348 Example Street Santa Clarita, CA 91355

E. ___ **Mailing Labels Fee:** A cost of \$.52 per envelope (cost covers postage and supplies).

Note: If a public hearing before the Planning Commission is required, additional noticing ([Type II Public Noticing](#)) and fee are required.

CERTIFIED PROPERTY OWNER’S LIST AFFIDAVIT

For projects requiring public noticing

State of California)
County of Los Angeles) ss.
City of Santa Clarita

I, _____, hereby certify that the attached list contains the names and complete addresses (including zip codes) of all persons to whom all property is assessed as they appear on the latest available assessment roll of the Los Angeles County Assessor* and/or other recipients as required by the Unified Development Code (UDC), within the area prescribed in the UDC in relation to the subject property legally described as:

Signature

Date

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20____, by

(1) _____,
Name of Signer

proved to me on the basis of satisfactory evidence to be the person who appeared before me (.) (,)

(and

(2) _____.
Name of Signer

proved to me on the basis of satisfactory evidence to be the person who appeared before me.)

Signature of Notary Public

*Ownership rolls from other sources are not acceptable.