



Checklist for entitlements that require
Public Noticing Type II
(With Public Hearing)

Type II public noticing and a public hearing before the Planning Commission and/or City Council are required for Class IV, V, VI and VII entitlement applications pursuant to [Section 17.06.110](#) of the Unified Development Code (UDC). These entitlements include: Conditional Use Permit (CUP), Hillside Development Review (HDR), Tentative Parcel/Tract Map (TPM/TTM), Variance (VAR), etc.

Public Noticing (Type II) 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 Radius Map (1,000' radius) indicating:

- A 1" to 100' scale
- Subject property and dimensions
- All surrounding properties and current lot lines within the 1,000' radius (measured from exterior boundaries of subject property)
- All streets, highways, alleys, right-of-ways, bike paths, paseos, trails, etc.
- All tract, lot, and house numbers
- Existing uses on all lots, parcels, properties within radius (house, apartments, store, etc.)
- Ownership of all properties within a 1,000' radius (number the lots to correspond to the property owners list described below)

Sample Radius Map



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

C. ___ **List of Property Owners/Tenants 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 within a 1,000’ radius of the subject property
- Assign a number to each name on the list and indicate the corresponding numbers on the lots or parcels on the Property Ownership Map
- If a multi-unit housing complex (i.e. apartments, condos, mobilehome park) exists within the 1,000’ radius, label each unit as “Occupant” and include the address and unit number
- If the project is located within an commercial/industrial center, provide the name and address of each tenant within the center

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

- Two (2) complete sets of mailing labels for all property owners within a 1,000’ radius from the exterior boundaries of 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
- Occupants of any multi-unit housing complex (i.e. apartments, condos, mobilehome park) located within the 1,000’ radius of the property. Such labels shall be addressed to “Occupant”
- Each business and/or tenant, if the project is located within a commercial/industrial center

Sample Mailing Labels

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

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

Notes: If additional public hearings before the Planning Commission and/or City Council are required, additional noticing ([Type II Public Noticing](#)) and fees are required.

In addition to the above mailings, a Notice Sign Post(s) are required at least 14 calendar days before a public hearing per [Section 17.06.110.B.3.](#)

CERTIFIED PROPERTY OWNER’S LIST AFFIDAVIT

For projects requiring public noticing and hearing

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.