



CITY OF SIERRA MADRE

Planning & Community Preservation Department
232 W. Sierra Madre Blvd. Sierra Madre, CA 91024

04

NOTIFICATION PACKET PREPARATION

Applications which require a **Public Notice** must include a mailing list of property owners within a required mailing radius of the project site as stipulated by the Sierra Madre Municipal Code. The mailing list preparation requirements are listed below

1. **RADIUS MAP** (two sets) – A radius map (scaled) must be prepared showing the mailing radius (300 feet, 500 feet, or 1,000 feet depending on the type of application) from the subject property or properties. Each lot/parcel must be newly numbered (1 through 99...), beginning with the project site as number “1” (written within a circle). *Note: If the radius line touches a lot, or simply a lot line, that lot must be included on the mailing list.*
2. **OWNERSHIP LIST** (two sets) – The typed ownership list of the property owners within the required mailing radius. The first name on the list shall correspond to the lot newly numbered “1” on the radius map, the second name corresponding to lot number “2”, etc. The list must also contain the assessor’s parcel number for each lot. The property owner names and addresses must be obtained from the latest assessor’s records. Property ownership information can be obtained from the following County Assessor’s office:

Los Angeles County Assessor Offices:

County Hall of Administration #205
500 West Temple Street
Los Angeles, CA 90012
(213) 974-3211

1190 South Durfee Avenue
South El Monte, CA 91733
(626) 579-8589 | (626) 579-8590

3. **MAILING LABELS** (two sets) – The information of each property owner, including the radius map reference number, assessor’s parcel number, property owner’s name, property owner’s address, city state and zip code, placed on each label measuring generally 2 inches by 1 inch.
4. **ON-SITE POSTING REQUIREMENTS** – A sign shall be posted, at least 14 days before the public hearing. For applications that do not require a public hearing, the sign shall be posted for a minimum of 14 days before a decision is made by the director. A template of the sign will be provided by the City and given to the applicant; the applicant shall print and prepare the actual sign. The applicant would then staple or nail the sign to plywood or posts or locate the sign on a storefront window.

The following requirements shall be met:

- (1) For corner lots, signs shall be posted on each street frontage.
- (2) The sign(s) shall be located in a conspicuous place on the property abutting a street and be located within not more than ten feet from the property line.
- (3) The sign(s) may be posted in windows when there is an existing structure on site that is not setback from the street.

- (4) The director may approve deviations to these requirements in order to meet the intent of these noticing requirements.
 - (5) Each sign shall comply with the following:
 - (a) The sign shall be 12 square feet in area, generally measuring 3 feet by 4 feet.
 - (b) The sign shall not exceed six feet in height from the ground level; provided, that if the property is surrounded by fences, walls or hedges at or near the street property line, additional height may be provided as necessary to ensure visibility of the sign from the public right-of-way.
 - (c) The sign shall not be illuminated.
 - (d) The sign shall include all of the following factual information about the pending application in compliance with subsection (a), (Contents of notice) above.
 - (e) Support elements for the sign shall be made of four-inch by four-inch wood posts.
 - (f) A Building Permit shall not be required for the posting of a sign, installed in compliance with these requirements.
 - (g) The sign shall remain in place until the expiration of the appeal period following a decision by the review authority. If the application has been appealed or called for review, the sign shall remain in place with the new hearing date noted until the final decision is rendered. The sign shall be removed within 10 days of either of the appeal period or the final decision, whichever applies.
 - (h) The applicant shall submit to the director an affidavit verifying that each sign was posted on the subject site in a timely manner in compliance with these noticing requirements.
 - (6) Failure to post the sign, to include the required information, or to comply with the applicable placement or graphic standards or requirements may result in the delay of the required public hearing.
5. **AFFIDAVIT** – The affidavit is to be signed and dated, verifying that the information on the radius map and ownership list is accurate and obtained from the latest assessor’s records.

OWNERSHIP LIST AND RADIUS MAP AFFIDAVIT

I, _____, hereby certify that the attached list contains the Names, Complete Addresses, and 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*, within the area described and for a distance of one thousand (300) feet from the exterior boundaries of the property described as:

Legal Description:

Assessor's Pin (APN #): _____

Signature

Please note: the above signature must be notarized.

Intentionally left blank.

City of Sierra Madre Posting of Notice Affidavit

The undersigned deposes and says:

I, _____ am the owner, or the authorized agent of the owner, of property
subject to application _____.

I further state that I posted a notice of pending decision at property located at _____
on (date) _____ pursuant to Code Section 17.60.100 which
requires posting of a sign at least three feet by four feet in size, located in a conspicuous place on the property
abutting a public street or alley, a minimum of 14 business days.

A photograph of the posted notice is attached herein for reference.

Signed this _____ day of (month) _____, 20__

SIGNED: _____

(Printed name)

Mailing address: _____

Phone No.: _____

Note: The signature on this form must be notarized.