



CITY OF SOUTH PASADENA

PLANNING & BUILDING DEPARTMENT

1414 Mission Street • South Pasadena, CA • 91030 • (626) 403-7220

RADIUS PACKAGE

RADIUS PACKAGE REQUIREMENTS

All projects reviewed by the Cultural Heritage Commission (CHC), Design Review Board (DRB), Planning Commission (PC), or City Council, require a 10-day public notification that will be conducted by the Planning Division. The applicant shall provide mailing labels upon submittal of application. The City strongly recommends that applicants utilize a mapping company to prepare the mailing labels; a list of mapping companies is available from the Planning Division for informational purposes only (The City does not recommend or endorse any of these companies). Please provide the following:

- Two (2) sets of adhesive address labels on an 8-1/2"x11" sheet
- One (1) photocopy of the labels.
- The mailing labels must list both the property owners and occupants (if not owner-occupied) of every parcel which falls within a 300' radius (100' for signs) of the project site (as measured from the corners of the subject parcel).
 - i. *Note: Labels for occupants do not need to include the occupant's name because this information is usually not available; these can simply state "Occupant" and address. If possible, the labels should be cross-referenced to the radius map (by numbering each parcel or listing the Assessor's Parcel Number on each label.*
- A radius map with identifies all parcels falling within a 300' radius (100' for signs) of the project site.
- One compact disk (CD) that contains an electronic spreadsheet on Microsoft Excel listing the following information in separate columns: a) Property Owner, b) Occupant, c) Property Owner Address, d) Occupant Address – including Unit Number. Planning Staff will use the spreadsheet to perform a mail merge with Microsoft Word, if necessary. This requirement may also be fulfilled by emailing your case planner the Excel spreadsheet, if you are not able to access a CD.
- A notarized declaration (provided by Planning) from the company/individual that prepared the mailing labels stating the source of the property information, and how recently this was updated.

City of South Pasadena Planning & Building Department

DECLARATION AND CERTIFICATION OF PROPERTY OWNERS WITHIN A 300 FOOT RADIUS* OF THE PROPERTY LOCATED AT:

_____, SOUTH PASADENA, CA 91030

*Measured from the exterior boundaries of the subject parcel to the exterior boundaries of the neighboring parcels within the required radius, without reference to structures existing on either parcels. The provided radius map must be the County Assessor's parcel map. Maps from any other source will not be accepted.

ALL DECLARATIONS MUST BE NOTARIZED—SEE BELOW

I, _____, declare and certify that:

1. The attached mailing list contains the names and addresses of property owners who appear on the **latest available**** assessment roll of the County within the area described and for a distance of _____ feet from the exterior boundaries of the property located at:

_____, South Pasadena, CA 91030

** the most up-to-date information held by the County Assessor. If the mailing list provider's data are not as up-to-date, the radius map and mailing list cannot be accepted.

2. If the assessment roll indicated that the legal owner does not reside at the identified property (and/or the property is leased/rented [e.g. apartment building, duplex, multi-suite commercial building, etc.]), an additional label for the occupant/tenant of that property has also been provided. (The label can simply be addressed to "Occupant." The actual name is not required.)

3. The provided radius map was obtained from the County Assessor's records.

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

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 202____

by _____, who proved to me on the

basis of satisfactory evidence to be the person (or persons) who appeared before me.

Signature of Declarant (person who created the mailing list)

Executed at _____, California.

Witness my hand and official seal _____

Signature of Notary

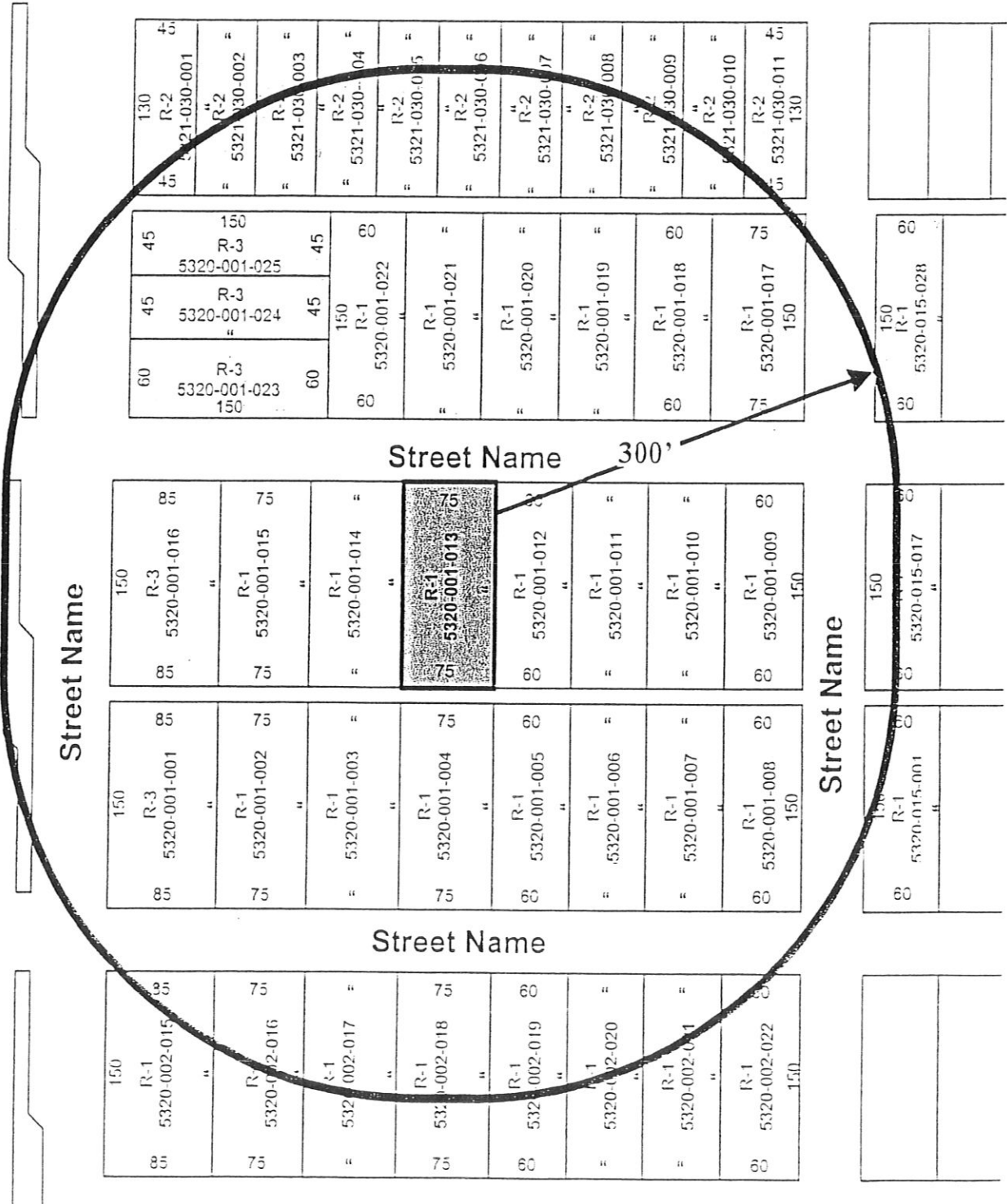
Source of assessment roll data: On-line CD-ROM Other _____

Data last updated: _____ (if exact date not known, list approximate number of months since last data update received)

CITY OF SOUTH PASADENA SAMPLE 300 FOOT RADIUS MAP

Data Required:

- 300' Radius from exterior boundaries of Project Site.
- Current Zoning within 300'.
- Property Owners/Occupants Names and Addresses listed on attached labels and keyed with Assessor's Parcel Number.



**CITY OF SOUTH PASADENA
LIST OF RADIUS MAP SERVICES**



Disclaimer: The following service are provided for information only and are **NOT** endorsed or recommended by the City of South Pasadena. Other Companies may exist that provide the same services.

<p style="text-align: center;"><u>AM Mapping</u> Anna Smit 9785 Baseline Road #127 Rancho Cucamonga, CA 91730 Office: 626-403-1803 Fax: 626-403-2972 annamsmit@aol.com</p>	<p style="text-align: center;"><u>GC Mapping Services</u> 3055 West Valley Blvd. Alhambra, CA 91803 Office: 626-441-1080 Fax: 626-441-8850 gcmapping@radiusmaps.com</p>
<p style="text-align: center;"><u>LA Mapping Services, Inc.</u> Robert Castro 781 Pinefalls Ave. Diamond Bar, CA 91789 Office: 909-595-0903 info@lamapping.com www.lamapping.com Robert@lamapping.com</p>	<p style="text-align: center;"><u>Ownership Listing Service</u> Catherine McDermott P.O. Box 89064 Temecula, CA 92589 Office: 951-699-8064 Ownershiplistingservice@hotmail.com</p>
<p style="text-align: center;"><u>Quality Mapping Services</u> Peter Elias 14549 Archwood Street #301 Van Nuys, CA 91405 Office: 818-997-7949 Fax: 818-997-0351 qmapping@quesqms.com</p>	<p style="text-align: center;"><u>Susan W. Case, Inc.</u> 4000 Barranca Pkwy. #250 Irvine, CA 92604 Office: 949-494-6105 Fax: 949-494-7418 orders@susancaseinc.com</p>