Community Development Department |Planning Division
1414 Mission Street, South Pasadena, California 91030
626-403-7220 | askplanning@southpasadenaca.gov
https://www.southpasadenaca.gov/Home

Radius Map Instructions

All projects reviewed by the Cultural Heritage Commission (CHC), 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. In addition, a required community meeting requires the applicant to send notifications to surrounding properties. In such cases, a radius map shall be submitted to the Planning Division for review and approval prior to the notifications being sent out. The City strongly recommends that applicants utilize a mapping company to prepare the mailing labels; a list of mapping companies is provided for informational purposes only (The City does not recommend or endorse any of these companies).

The following package shall be provided to the City in order for an planning application to be deemed completed.

☐ Two (2) electronic radius maps. One (1) formatted in a legible size and one (1) formatted in 8 1/2 x 11 size.

The following information is required for all radius maps:

1. Prepare the map to scale.
2. Show all properties within a 300' radius (100' for signs or 500' for a community meeting) from the exterior boundaries of the subject property. Prior to producing a map, consult with the project planner to see if you are required to extend the boundary to the end of the block beyond the required radius. This map shall include all the information shown on the sample map, including streets, street names, lot lines, and house numbers.
3. Draw a 100', 300', or 500' radius (as required by the type of associated notification) from the exterior boundaries of the subject property and any required extended boundaries. All properties touching the radius line shall be identified and included in the mailing list.
4. Show a north arrow, scale bar and South Pasadena boundary.

☐ 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 or 500' for a community meeting) of the project site (as measured from the corners of the subject parcel).

> ***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.*

☐ Provide 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

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Unit Number. Planning Staff will use the spreadsheet to perform a mail merge with Microsoft Word, if necessary. Each parcel should be number corresponding the number on the map.

☐ 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.

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DECLARATION AND CERTIFICATION OF PROPERTY OWNERS WITHIN A _____ 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 _____, hereby declare and certify that:
Name (print)

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)

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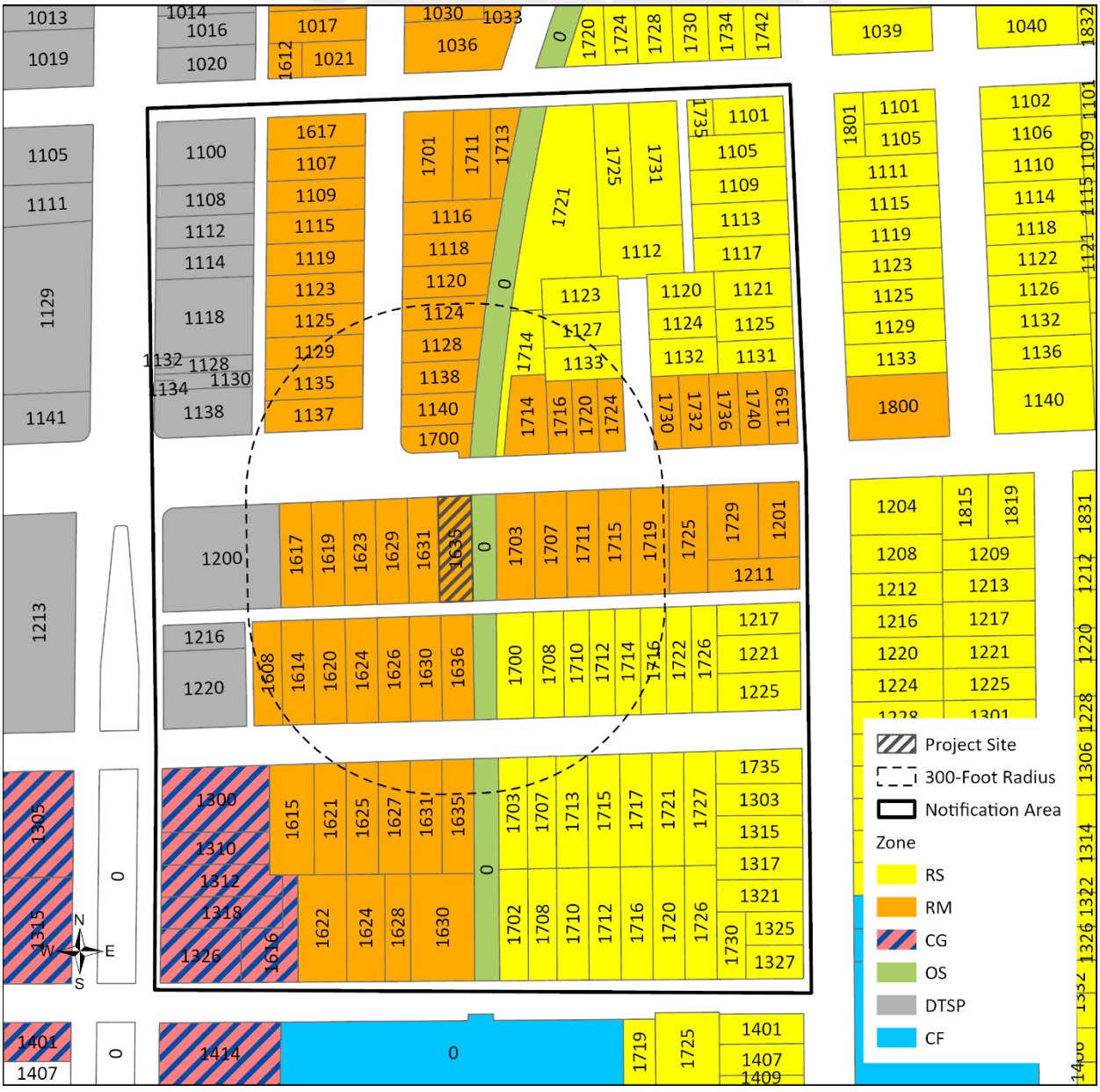
Sample 300 Foot Radius Map with extended boundary

Data Required:

- 300-foot radius from exterior boundaries of Project site
- Current zoning within 300 feet
- Property owners/occupants names and addresses listed on attached labels and keyed with Assessor's Parcel Number



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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.

AM Mapping Anna Smit Office: 626-403-1803 ammappingserv@aol.com	**GC Mapping Services** 3055 West Valley Blvd. Alhambra, CA 91803 Office: 626-441-1080 gcmapping@radiusmaps.com
LA Mapping Services, Inc. Robert Castro 781 Pinefalls Ave. Diamond Bar, CA 91789 Office: 909-595-0903 info@lamapping.com www.lamapping.com Robert@lamapping.com	**Ownership Listing Service** Catherine McDermott P.O. Box 89064 Temecula, CA 92589 Office: 951-699-8064 Ownershiplistingservice@hotmail.com
Quality Mapping Services Peter Elias 14549 Archwood Street #301 Van Nuys, CA 91405 Office: 818-997-7949 Fax: 818-997-0351 qmapping@qesqms.com	**Susan W. Case, Inc.** 4000 Barranca Pkwy. #250 Irvine, CA 92604 Office: 949-494-6105 orders@susancaseinc.com
Express Mapping Office: 949-771-0051 orders@expressmapping.com www.expressmapping.com	