

PUBLIC NOTIFICATION REQUIREMENTS

Since January 1, 2022, the City of Brea Planning Division requires all project applicants to submit public notification mailing labels. As required by Brea City Code (BCC) Section 20.416.020 all public hearings shall notify property owners within a 500-foot radius of the project site parcel(s). For Minor Conditional Use permit and Entertainment permit applications, the applicant shall notify property owners within a 300-foot radius of project site parcel(s). **The applicant shall provide the following public notification materials to the project manager once the application has been deemed complete:**

- 1. MAP:** An area map indicating all properties within the required radius of the subject parcel(s), as described above (500 feet or 300 feet). Each parcel shall be sequentially numbered and correspond with the mailing spreadsheet, which identifies each parcel with the Assessor Parcel Number (e.g., APN 657-181-02).
- 2. ADDRESSING LABELS AND SPREADSHEET.** One (1) Excel file, one (1) typed list, and one (1) set of gummed mailing labels of the following:
 - All property owners, including assessor's parcel number, name, address, zip code +4, and the sequential number corresponding to the number assigned on the area map.
 - Labels addressed to all parcel(s) and properties within the required radius of the subject site (500 feet or 300 feet), as described above.
 - Labels addressed to project applicant, property owner, and any other designated project contact.
- 3. CERTIFICATION.** All property owner information shall be prepared by either a mapping data service or a title company. The preparer shall certify that the information was obtained from the latest available tax rolls.

FAILURE TO COMPLY WITH ALL OF THE ABOVE ITEMS MAY RESULT IN THE REJECTION OF THE SUBMITTED APPLICATION OR IF INSUFFICIENT MAILING LABELS ARE PROVIDED, IT MAY DELAY PROCESSING OF A PROJECT

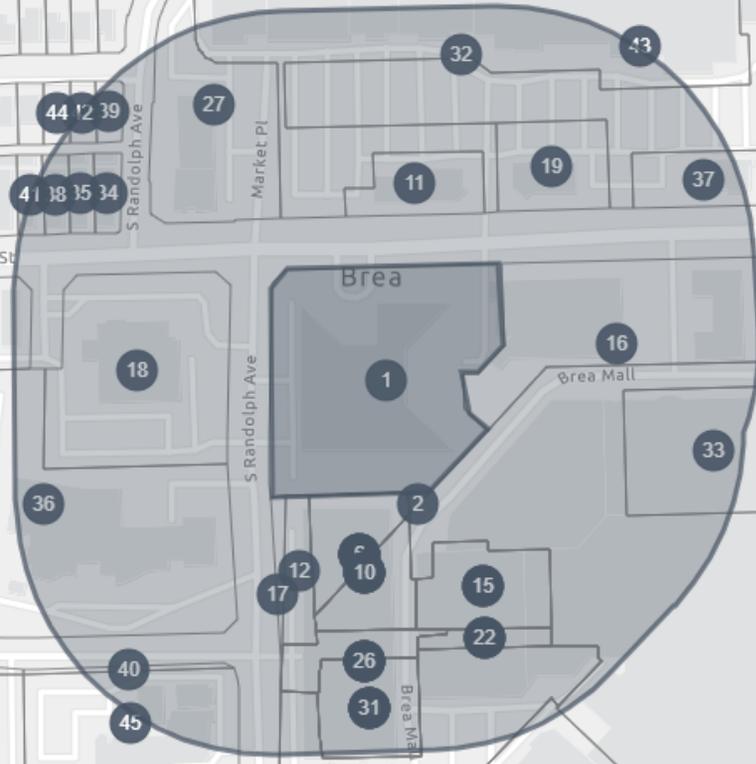
APPLICANT ACKNOWLEDGEMENT:

I, _____, hereby affirm that all public notification requirements listed above have been completed.
(Print Applicant's Name)

Applicant's Signature

Date

EXAMPLE RADIUS MAP 500 FEET



500' Radius Map
1 Civic Center Circle, Brea CA 92821
APN: 319-101-44
Prepared by City of Brea
Date