

**CITY OF LAGUNA BEACH
COMMUNITY DEVELOPMENT DEPARTMENT
PUBLIC NOTICE PACKAGE REQUIREMENTS**

Applicants are responsible for providing up-to-date, accurate and complete public notification materials to the City. The City will only accept the required public notification materials from a professional listing service. Any errors and/or omissions in the packet of noticing information may invalidate the public hearing or notice of public review and comment period and result in additional cost and delays to the applicant.

Public Notice Package Instructions for Applicants

A. Contact a Listing Service

1. Provide the listing service with the address of your project.
2. Pay the listing company for their services.
3. Provide to the City a copy of the receipt which will serve as proof of payment as well as provide the name of the chosen listing service.

Public Notice Package Instructions for Listing Services

A. Compilation of the Mailing List

4. Obtain the Assessor's Parcel Number(s) (APNs) for the affected properties.
5. A mailing list is then prepared by noting the APN of the parcels, all or part of which are within the 300' and 100' notification areas. (Include all owners of any condominium project.) The numbers are to be listed in ascending numerical order with the subject parcel number at the beginning of the list. Type the APN, owner's name and mailing address (including zip code) for each parcel as obtained from the Assessor's numerical parcel list. The ownership name and address information must be obtained from a source utilizing the latest Orange County equalized assessment rolls. Include the name and address of the applicant and agent, if any. Residents and tenants within the notification areas and their addresses must also be provided. In addition to the standard methods of obtaining resident addresses, such as use of a "reverse directory," city and county address files, Post Office records and County Assessor's data, field checks must be used to verify and supplement resident address data.
6. A certification to the accuracy and completeness of the list by the professional listing service is required.
7. Submit a copy of the mailing list, which must be in a 3-across by 10-down format on 8½" x 11" sheets, along with the accuracy and completeness certification.

B. Preparation of the Postcards

1. The City will email the postcard template with a radius map and the date that the postcards must be mailed by to the listing service no later than one week prior to the mail date.
2. Each name and mailing address from the mailing list shall be typed (or pasted) on 4x6 postcards, which include the City's return address, with a first-class postage stamp for each property owner on the list. **DO NOT USE A POSTAGE METER.**
3. Only one postcard needs to be prepared for property owners of more than one parcel which is to be mailed to the identical address.
4. Mail the prepared postcards on the date specified by the City.
 - a. Email an affidavit to the City to certify that the postcards have been mailed.

The public notice package must be submitted by the professional listing service, (not the applicant or agent), prior to the submittal of any development application requiring a public notice package. Applications will not be accepted if a receipt of payment to a listing service is not provided to the City.