



### Purpose

This document is to provide guidance on submitting a public notice package for projects that require public noticing.

### Permit Types

The following permit types require a public notice package be provided as part of the initial submittal.

<b>Permit Type</b>
Conditional Use Permit (CUP) or Minor Conditional Use Permit (MCUP)
Development Review (DR)
General Plan Amendment (GPA)
Major Revision (MJR) or Minor Revision (MR) – if requiring City Council approval
Minor Exception (ME)
Planned Development (PD)
Rezone (R)
Specific Plan Amendment (SPA)
Tentative Map (TM) or Tentative Parcel Map (TPM)
Variance (VAR)

### Public Notice Package Requirements

The public notice package requirements vary depending on if the Permit Type being applied for is fee-based or deposit-based. A hardcopy public notice package, including envelopes and stamps, is required for fee-based Permit Types. For deposit-based Permit Types, all costs associated with the required mailing/noticing will be charged to the deposit account and an electronic submittal through the City's Permitting and Licensing Portal ([santeeportal.org](http://santeeportal.org)) is required.

A complete public notice package shall include the following items:

1. A completed Public Notice Certification Form.
2. Evidence a Notice of Application has been posted on the site.
  - i. The notice shall be a minimum size of 24" x 36", laminated and posted on the project site within 48 hours of project submittal. On the day of posting, a photo of the posted sign is to be sent to the assigned Project Planner for verification of posting.
3. One (1) set of San Diego County Assessor's map(s), prepared by a Title company or qualified noticing consultant, marked-up showing the entire property outlined in



red with a green line encircling the property at a distance of 300 feet<sup>1</sup> from the property line. Each parcel lying wholly or in-part within the 300 feet shall have its Assessor's number colored yellow with a "highlighter" pen or yellow colored pencil. Assessor's maps must be 11" x 17" (full size) at true scale and not reduced.

4. If a hardcopy public notice package is required, three (3) sets of mailing labels and one (1) copy of mailing labels in the standard mailing address format (Avery Template 5360). If an electronic copy is required, one (1) set of mailing labels in the standard mailing address format (Avery Template 5360).
  - i. The list of labels shall be prepared by a Title Company or qualified noticing consultant. The typed list must include all affected property owner's parcels highlighted in yellow as above; by Assessor's Parcel Number with names and address.
  - ii. Each addresses must have both a property owner and an occupant label.
  - iii. The mailing list shall include the name and address of the subject property owner, applicant, and the agent or individual responsible for the request.
  - iv. If a mobile home park and/or a multi-family residential development are partially located within the 300-foot radius of the project site, mailing labels shall be included for the entirety of the development.
5. If a hardcopy public notice package is required, one stamped (only use USPS "Forever" stamps) and addressed (typed) envelope (4 1/4" x 9 1/2" business size) for each property owner and occupant on the mailing list. If the property owner has several parcels on the list, you need submit only one envelope. The City will provide the return address. A second set may be required if the project requires additional noticing.

---

<sup>1</sup> The noticing distance may be expanded up to 1,000 feet for major development projects of greater community interest. Any expansion of the notification radius would be determined by the Project Planner in concurrence with the Principal Planner and Planning & Building Director/City Planner.