

Certified Public Notice Mailing List And Affidavit

Public notices require mailing labels, radius maps, and an affidavit related to their preparation that must be submitted by the applicant prior to deeming a project complete. Obtain and use Ventura County Assessor's parcel maps from the County of Ventura or the City of Simi Valley Planning Division for the subject property and those within 300 feet of the subject parcel(s). **Labels may not be more than three months old.**

Public Notice Mailing Lists and Maps must comply with the following requirements/include the following information:

Public Notice Mailing Lists Requirement and/or Informational Item		
1. Property Radius Notification Map		
1a. Using the Assessor's Maps, highlight the area of the subject application(s) by outlining the property lines in color or obvious shading. (Please note scale differences exist in some map sheets).		
1b. Draw a line that is a minimum distance of 300 feet from each edge of the subject property. Highlight this radius line. (This line may fall on adjacent maps and may be submitted on separate sheets as necessary).		
1c. For Planning Commission and City Council hearings, draw a line that is a minimum distance of 500 feet from each edge of the subject property. Highlight this radius line. (This line may fall on adjacent maps and may be submitted on separate sheets as necessary). This secondary line will be used for hearing notices if it includes residential property. In addition, residential properties located along the access route (excluding arterial streets) from arterial streets to the project are required to be included in the notifications and should be identified on the subject radius map(s).		
1d. The radius map(s) provided above should be of sufficient size to reflect the access road(s) to the subject property.		
2. Mailing Labels		
2a. Provide three sets of self-stick labels.		
2b. Use the following label formats on Avery-style self-stick labels:		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> For Owner: APN: 123-0-456-789 John and Jane Doe 1234 Main Street Simi Valley, CA 93065 </td> <td style="width: 50%; vertical-align: top;"> For Occupant/Business/Non-Resident Owner: APN: 123-0-456-789 Occupant 1234 South Street, Apt. A Simi Valley, CA 93065 </td> </tr> </table>	For Owner: APN: 123-0-456-789 John and Jane Doe 1234 Main Street Simi Valley, CA 93065	For Occupant/Business/Non-Resident Owner: APN: 123-0-456-789 Occupant 1234 South Street, Apt. A Simi Valley, CA 93065
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2c. Provide two copies of the labels on letter paper.		
2d. Owners' Labels: Refer to the latest available Ventura County Tax Assessment Roll and provide a label for all property owners within or touching the 300-foot radius (or 500 feet and/or access routes) identified on the radius map(s). If an owner owns more than once parcel, provide the multiple APNs on their label, and do not duplicate labels.		
2e. Occupant Labels: If the mailing address of the property owner does not match the site address, provide an occupant label. If the parcel contains an apartment complex or individual tenants, or commercial businesses, provide one for each tenant. Parcels with common interest ownership (such as condos) shall include notification of all owners and occupants on within the complex, even when outside the radii.		
2f. Homeowners' Association (HOA) Labels: Provide mailing labels to all HOAs within the map radius. Contact the Planning Division counter for a list of these associations.		
3. Affidavit		
3a. Applicants are responsible for ensuring the accuracy of the Property Map and Mailing Labels for the property owners and occupants. Provide one copy of a signed affidavit to this effect (refer to next page).		

Prior to the public hearing, staff will inform you of the applicant's obligation to provide public hearing notice signs. See Appendix S for further information.

Certified Public Notice Mailing List

AFFIDAVIT

Permit No. _____

Assessors Parcel Nos. _____

State of _____

County of _____

I, _____, hereby certify that the attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of Ventura County and of all property occupants within the area described on the attached application and for a distance of three hundred (300') feet from the exterior boundaries of the property described on the attached application.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

(Printed Name) _____

(Signed) _____

(Date) _____

(Address) _____
