



Certified Property Owner's List Affidavit

Community Development Department – Planning Division

125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

Property Description and Certification Statement:

I, _____, hereby certify that the attached list contains the names and addresses of all persons to whom property is assessed as they appear on the latest available assessment roll of the County of Los Angeles within the area described and for a distance of **300 feet** from the exterior boundaries of property legally described as:

Name (printed): _____

Signature: _____

Title: _____

Date: _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20 ____

NOTARY PUBLIC

RADIUS MAP, OWNERSHIP LIST & MAILING LABEL INSTRUCTIONS

Radius Map

The radius map is used to identify the properties that will receive written notice of the public hearing for your project. The radius is drawn as a distance of **300 feet** from the perimeter of the property/properties for which the application is being filed. All owners of the properties within or touched by the radius will be notified.

It is important that the radius map, ownership list, and labels be accurate. Failure to properly notify an affected property owner could cause the project to be delayed and/or potentially require re-noticing and rehearing

Property Ownership List and Mailing Labels

Once the radius map identifies the affected properties, prepare a mailing list and mailing labels. The list of property owners must be obtained from the latest Los Angeles County Tax Assessment Role. The ownership list and labels must contain the Assessor's Parcel Number and the name and address of the property owner.

Any other persons you want to receive a written notice of the public hearing should also be included on the list and on the sets of address labels (e.g. yourself, project architect, engineer, etc.)

Two sets of typed or printed labels on 1" x 2 5/8" self-adhesive labels (i.e., Avery #5160) are required.

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Sonny Bernard
300 North "D" Street
Covina, CA 91723
0151-101-01-0000

Note:

To save time and effort, the ownership list requirement may be met by providing a photocopy of the sheets containing the completed address labels

Sample Radius Map

