

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 Section 20.416 of the Brea City Code (BCC) all public hearings shall notify property owners within a 500-foot radius of the 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 a five hundred (500) foot radius of the subject parcel(s). 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 five hundred (500) feet of the subject site.
 - 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

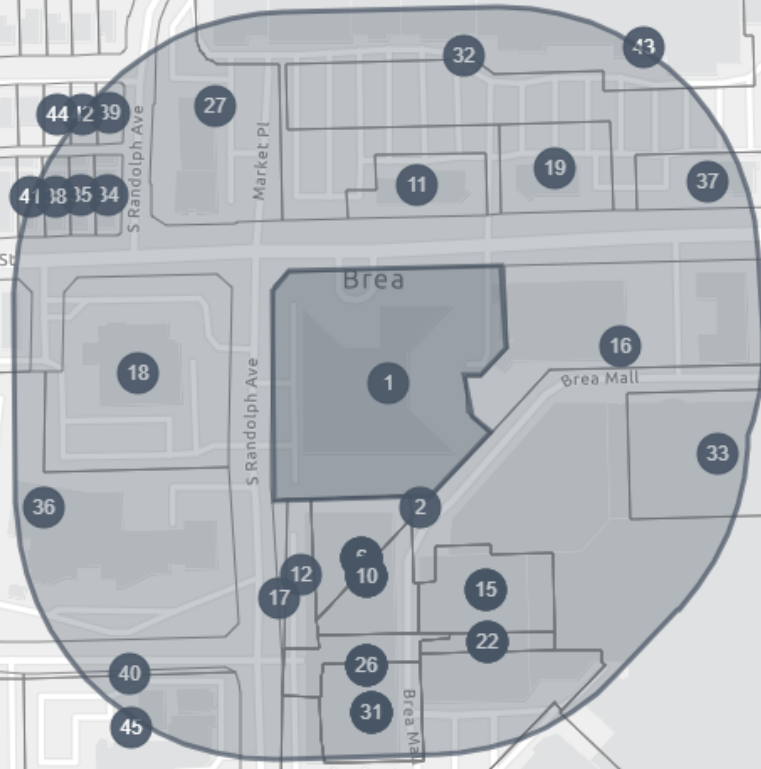
EXAMPLE EXCEL FILE FORMAT

The image shows a screenshot of the Microsoft Excel application interface. The ribbon at the top includes tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, View, Help, BLUEBEAM, Laserfiche, Acrobat, and a Share button. The Home tab is active, showing options for Clipboard, Font, Alignment, Number, Styles, Cells, and Editing. The main workspace displays a spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	APN	OWNER	ADDRESS	CITY STATE	ZIPCODE	NUMBER ON MAP							
2	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	1							
3	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	2							
4	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	3							
5	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	4							
6	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	5							
7	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	6							
8	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	7							
9	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	8							
10	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	9							
11	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	10							
12	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	11							
13	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	12							
14	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	13							
15	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	14							
16	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	15							
17	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	16							
18	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	17							
19	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	18							
20	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	19							
21	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	20							
22	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	21							
23	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	22							
24	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	23							
25	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	24							
26	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	25							
27	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	26							
28	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	27							
29	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	28							
30	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	29							
31	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	30							
32	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	31							
33	319-101-44	CITY OF BREa	1 Civic Center Circle	Brea, CA	92821	32							
34													
35													
36													

The status bar at the bottom shows 'Ready', 'Sheet1', and a zoom level of 100%.

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