City of Temple City

NOTIFICATION PACKET PREPARATION

Applications which require a **Public Notice** must include a mailing list of property owners within a required mailing radius of the project site as stipulated by the Temple city Municipal Code. The mailing list preparation requirements are listed below; two (2) sets of these submittal materials are required.

1) RADIUS MAP – A radius map (scaled) must be prepared showing the mailing radius (100 feet, 300 feet or 500 feet, depending on the type of application) from the subject property or properties. Each lot/parcel must be newly numbered (1 through 99…), beginning with the project site as number "①" *(written with a circle). Note: If the radius line touches a lot, or simply a lot line, that lot must be included on the mailing list. The radius is not drawn from the center of the parcel, but from its outer propertylines.*

2) OWNERSHIP LIST – The typed ownership list of the property owners within the required mailing radius. The first name on the list shall correspond to the lot newly numbered "①" on the radius map, the second name corresponding to the lot number "②", etc. The list must also contain the assessor's parcel number for each lot. The property owner's name and address must be obtained from the latest assessor's records. Property ownership information can be obtained from the following County Assessor's offices:

Los Angeles County Assessor Offices

(1) County Hall of Administration #205
500 West Temple Street
Los Angeles (213) 974-3211

(2) 1190 South Durfee Ave.
South El Monte (626) 579-8589
(626) 579-8590

(3) 13800 Balboa Boulevard
Sylmar (818) 833-6000

3) MAILING LABELS – Type only address labels **(CAPS ONLY)** on a sheet of Avery 1" x 2 5/8" labels. Provide a label for the applicant, owner of the site and/or architect. Only one label per property owner within the radius should be provided. Labels must include the property owner's name and full address from the ownership list and a reference number corresponding to the radius map and ownership list (*see sample of mailing labels attached).* Simply reference each property as described above.

Mailing Labels

1 ROBERT BOWIN 4067 ARROWHEAD AVE. SAN BERNARDINO CA 92405	2 DAVID GALESON 3932 CYPRESS LN. CHINO HILLS, CA 91709	3,4 SARAH MARTINEZ 20 E. FOOTHILL BLVD. ARCADIA, CA 91006
5 ALEX CHOU 11735 RIO HONDO PKWY. EL MONTE, CA 91732	6,33 RONALD GASTELUM 3065 GLADSTONE AVE. GLENDORA, CA 91740	7 HELEN MARTIN 9582 PICO BLVD. LOS ANGELES, CA 90006
8,24 KEN ONNIK 12583 WASHINGTON BLVD. WHITTIER, CA 90602	9 MR. & MRS. JOHNSON 817 10TH ST. ARCADIA, CA 91006	10 MITCH LUONG 1865 MOUNTAIN AVE. MONROVIA, CA 91016

Ownership List

Project address: 6578 Neighborly Drive PROJECT # CUP 15-478

Applicant: Walter Davis Date: January 23, 2015

No.	Assessor Parcel #	Name Address
1	8976-23-002	Robert Bowin, 4067 Arrowhead Ave., San Bernardino CA 92405
2	5645-78-017	David Galeson, 3932 Cypress Ln., Chino Hills, CA 91709
3	8976-24-005	Sarah Martinez, 20 E. Foothill Blvd., Arcadia, CA 91006
4	5456-87-001	Alex Chou, 11735 Rio Hondo Pkwy., El Monte, CA 91732
5	5487-86-005	Ronald Gastelum, 3065 Gladstone Ave., Glendora, CA 91740
6	8976-23-008	Helen Martin, 9582 Pico Blvd., Los Angeles, CA 90006
7	8976-23-006	Ken Onnik, 12583 Washington Blvd., Whittier, CA 90602
8	5456-89-010	Mr. & Mrs. Johnson, 817 10th St., Arcadia, CA 91006
9	5456-27-026	Mitch Luong, 1865 Mountain Ave., Monrovia, CA 91016

City of Temple City

OWNERSHIP LIST AND RADIUS MAP AFFIDAVIT

PROJECT ADDRESS: _____ FILE# _____

I, _____ hereby certify that on the _____ day of (month/year) _____ we prepared an ownership list and radius map, including properties entirely and partially within _____ feet of the most exterior boundaries of the property being considered in the above referenced project known as (Property Address)_____. The property owner names and addresses listed on the ownership list and mailing labels were taken from the latest records of the Los Angeles County Assessor. Such names are recorded in the records of the County Assessor as being the present owner or owners of both the subject property and the property/properties within the required mailing radius of the subject property.

We certify that said ownership list and radius map are correct and accurate to the best of my knowledge. We also acknowledge that any errors in this information will constitute an incomplete application and may invalidate its approval.

WET-SIGNATURE: _____ Date: _____

City of Temple City

LIST OF LAND USE, PLANNING, AND ZONING CONSULTANTS

The following is a list of consultants who, for a fee, will prepare radius maps, address listings and/or labels needed for various applications. Please note that this list is provided as a reference only. The companies listed have requested to be included in this list and the City does not recommend any particular company.

You may develop the property owner list and labels yourself by acquiring the required maps at the public counter and gathering the property owner information at the Los Angeles County Assessor's Office.

NAME	PHONE NUMBER	SERVICE
Sue Moreno "More Services" 12106 Lambert Ave. El Monte, CA 91732	(626) 350-5944	Ownership of Listings & Radius Maps
Quality Maps 263 E. Olive Avenue, Suite 161 Burbank, CA 91502	(818) 588-7588	Radius Maps, Owner/Occupant List, Mapping Services
T-Square Mapping Service 969 S. Raymond Ave. Pasadena, CA 91105	(626) 403-1803 Fax (626) 403-2972	Radius Map Packages Owner/Occupant List
EZ Mapping Services P.O. Box 661464 Arcadia, CA 91066	(626) 241-5151	Radius Map Packages Owner/Occupant List
NotificationMaps.com 668 N. Coast Highway, #401 Laguna Beach, CA 92651	(866) 752-6266 sales@notificationmaps.com	Public Notification, Radius Maps, Ownership Listings
Szeto & Associates 879 W. Ashiya Road Montebello, CA 90640	(626) 512-5050 Fax (323) 838-0515	C.U.P, Variance, ABC License, Mapping Service
Susan W. Case 917 Glenneyre St., Ste. 7 Laguna Beach, CA 92651 www.susancaseinc.com	(949) 494-6105 Fax (949) 494-7418 orders@susancaseinc.com	Ownership Listings
Kimberly Wendell P.O. Box 264 Los Alamitos, CA 90720	(562) 431-9634 Fax (562) 431-6175	Ownership listing, Radius Maps
Kiyoshi Graves Urban Planning Studios 4144 1/2 Somers Avenue Los Angeles, CA 90065	(323) 401-6499 kg@urbanplanningstudios.com www.urbanplanningstudios.com	Please contact for scope of services

GC Mapping Service 711 Mission St., Ste. B South Pasadena, CA 91030	(626) 441-1080 Fax (626) 441-8860	Radius Maps, Plot Plans
Angeles Planning Group 225 South Lake Ave. # 300 Pasadena, CA 91101	(323) 351-3961	Mapping Services
So Cal Radius Maps 7440 Freeport Circle Fontana, CA 92336	(909) 333-6271	Mapping Services Ownership Listing
Sir Speedy Mapping Svc. 1073 Kendall Drive San Gabriel, CA 91775	(626) 383-5050 jtnchang@gmail.com	Radius Maps Ownership List