

HOW TO COMPILE THE PROPERTY OWNERS' MAP AND LISTING

PURPOSE

Most applications to the City of Antioch Planning Division require notification of surrounding property owners. This is a requirement of State law which gives an opportunity for property owners on surrounding lands to comment on the application at a public hearing. Applicants are required to provide the names of the property owners and addressed, prestamped envelopes. Postal Service and City policy makes the use of predated and undated **METERED POSTAGE UNACCEPTABLE**. Please use current U.S. postage stamps as envelopes with metered postage will be returned to the applicant.

ASSESSOR ROLL METHOD

Contra Costa County Assessor's office prepares both a set of tax maps and a tax roll. A person's property can be identified by an assessor's parcel number which resembles a Social Security Number. An example of an assessor's parcel number is 068-102-15. In this example the first set of numbers (068) is the book, the second set of numbers (102) is the block/page and the third set of number (15) is the parcel. The full number represents the assessor's parcel number.

- Step 1 - Identify the assessor's parcel number and locate a series of assessor map books available at Contra Costa County Offices. Locate the parcel in the map book.
- Step 2 - Assemble a map showing a 300 foot radius around the subject site. Multiple assessor pages may be necessary. Identify parcels which fall wholly or partially within 300 feet of the subject parcel. Include this map with the application.
- Step 3 - List all the parcels **IN NUMERIC ORDER** by book, page and parcel on the attached sheet.
- Step 4 - Using the parcel numbers identified in Step 3, use the assessment roll to find the names and addresses of the owners of the properties and write these in the spaces provided on the attached sheet along with the site address.
- Step 5 - Submit this list to the Department of Development Services as part of the application. Sheets that are not legible will be returned. It is the applicant's responsibility to make sure these sheets are correct. Incorrect noticing could cause a delay to the processing of the project.

TITLE COMPANIES

Most title companies have this information on computer and charge a nominal fee for this service. An applicant may wish to use a title company instead of following the above process, however, we will still require that the "PROPERTY OWNERS' NOTIFICATION LISTING" be accurately filled out and included with each application.

MAILING

As part of the application, applicants will be required to supply a set of envelopes to be used by the City to mail the required notices:

- The envelopes shall be legal size, addressed, prestamped **(METERED POSTAGE CANNOT BE ACCEPTED)** envelopes.
- Bundle the envelopes in the same order as they appear on the Property Owners' Listing.
- Property owners with multiple properties need only one envelope. Properties owned by the City of Antioch do not require envelopes.
- The upper left-hand corner of the envelope must be left blank so the City's return address may be placed on the envelope. In the event the Post Office is unable to deliver the notice of public hearing, it will be returned to the City for file.
- If you are making an application for a planned development, zoning, general plan or specific plan change, you should submit two (2) sets of envelopes.
- If an appeal is filed on an otherwise final decision, you will need to submit an additional set of envelopes for the required noticing.

Staff will be happy to answer any questions.

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PROPERTY OWNER'S NOTIFICATION LISTING Page ____ of ____
Within 300 feet of property located at:

Project Address: _____ Project Assessor Parcel No: _____

I certify that the above is from the most recent Contra Costa County tax assessment rolls.

Applicant (Print Name/Signature)

Date

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PROPERTY OWNER'S NOTIFICATION LISTING Page 1 of 1
Within 300 feet of property located at:

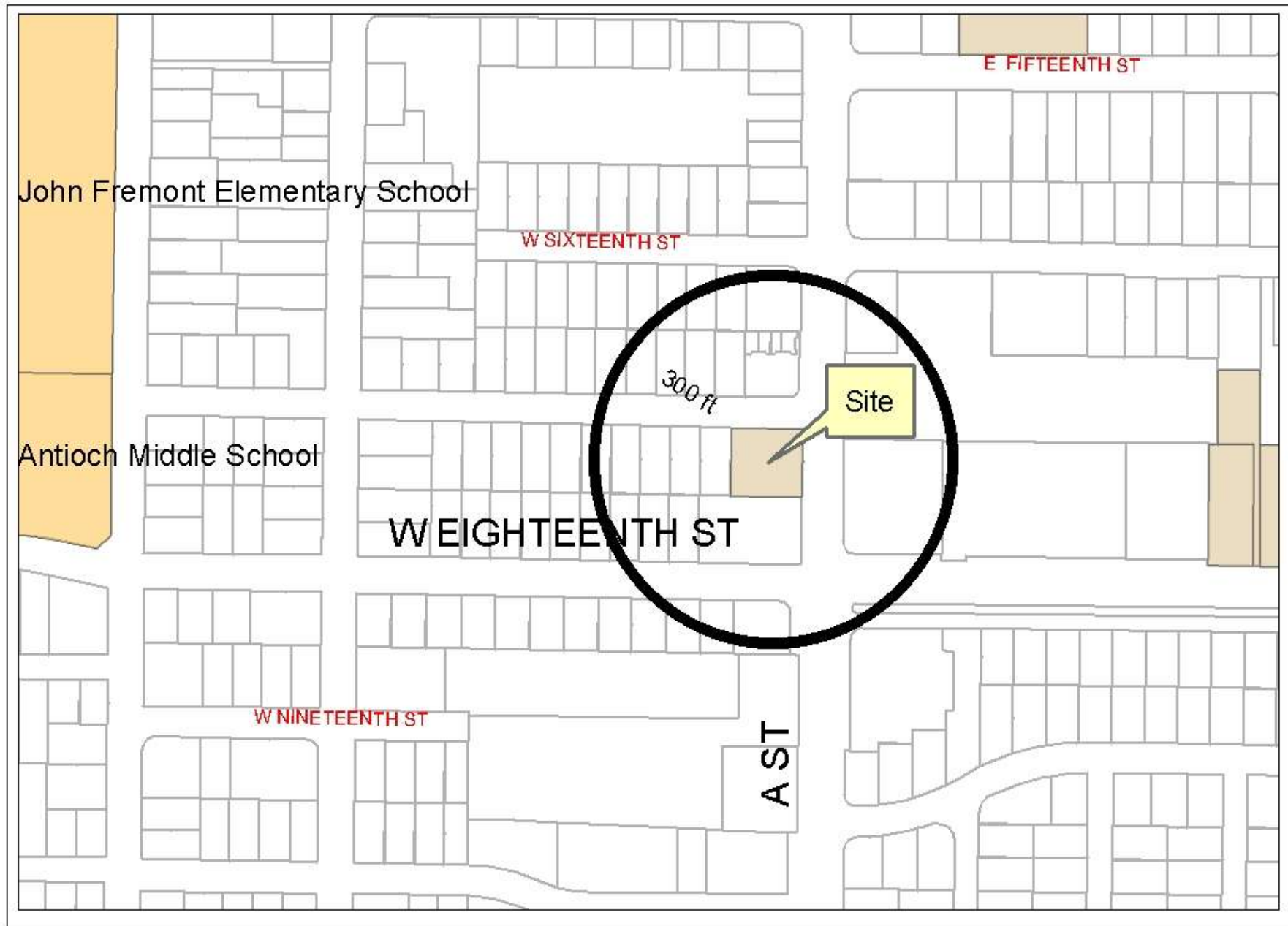
Project Address: 1313 Speculation Street Project Assessor Parcel No: 099-100-066

099-134-181-0	Seeno Construction Company	SITE: 10134 Cuttenfil Ct, Antioch, CA 94509 MAIL: P.O. Box 134, Concord, CA 94587
099-134-182-0	Buyer, Bill and Betty Jo	SITE: 10138 Cuttenfil Ct., Antioch, CA 94509 MAIL: (SAME)
099-134-183-0	Metu, Joe	SITE: 10142 Cuttenfil Ct, Antioch, CA 94509 MAIL: (SAME)
EXAMPLE		

I certify that the above is from the most recent Contra Costa County tax assessment rolls.

Cheaplease Retail Dev/I. M. Broker/ January 1, 2003
 Applicant (Print Name/Signature) Date

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Site = Applicants Property

Parcels in radius are parcels affected by the 300' radius that need to be notified