



City of Glendale
Community Development Department
Planning Division

633 E. Broadway, Room 103
Glendale, CA 91206-4386
Tel (818) 548-2140 or (818) 548-2115
Fax (818) 240-0392 glendaleca.gov

NEW

PUBLIC

NOTICING

REQUIREMENTS

REVISED 8/10/2023



**City of Glendale
Community Development Department
Planning Division**

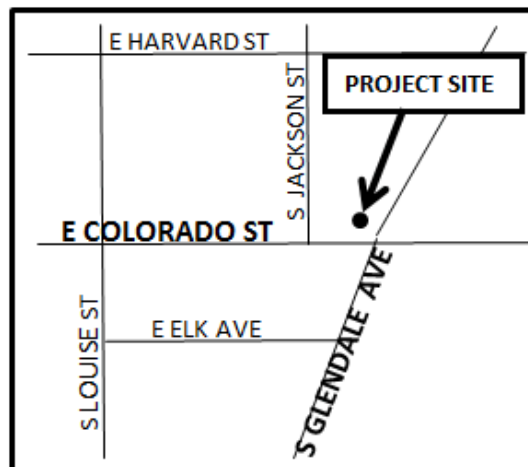
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As of April 16, 2018 the Public Noticing Materials required are modified to eliminate the printing of mailing labels and instead require a digital excel file.

1. One Excel file with the names and addresses of all **REAL PROPERTY OWNERS** and **OCCUPANTS**, shown on the latest equalized assessment roll, **within a 500-foot radius** from the exterior boundaries of the subject property. Both owners and occupants must be on the same sheet (tab). The sheet must have only three columns titled: "NAME", "ADDRESS", and "CITY_STATE_ZIP," with only one header row at the top, and all blank rows deleted. Ensure there are no blank rows at the bottom of the Excel sheet, and remove any addresses for "City of Glendale" (e.g. 633 E. Broadway, 613 E. Broadway).

	A	B	C
1	NAME	ADDRESS	CITY_STATE_ZIP
2	Jane Doe	633 E. Broadway	Glendale, CA 91206
3	John Doe	613 E. Broadway	Glendale, CA 91206
4	Occupant	123 Main St. #1	Glendale, CA 91207
5	Occupant	123 Main St. #2	Glendale, CA 91208

2. PDF of property ownership/occupant map at a 1" = 200' scale numbered to match the list in #3 below.
3. PDF of the mailing list numbered to match the map in #2 above.
4. Use the City's official base map, which can be obtained from Public Works Engineering in Room #204 of the Municipal Services Building or by calling (818) 548-3945.
5. A digital map (JPEG, not PDF) showing the project location in relation to nearby major streets within 500 feet at 3"x3" size with the street name text large enough to be legible. It must have a blank background and show only the main streets in black and white, with the project site clearly indicated. The map must be submitted on the application flash drive/CD.



← This map was created with Microsoft Word (Shapes & Text) using a base map from Google.

4. Letter of certification that the Excel spreadsheet data is from the latest equalized assessment roll and that the information is correct to the best of the applicant's knowledge.

Affidavit
Certified Property Owners and Occupants
City of Glendale
Planning Division

State of California
County of Los Angeles

I, _____, hereby certify that the attached list contains the names and address of **ALL PERSONS TO WHOM ALL PROPERTY IS ASSESSED**, as they appear on the latest available assessment roll of the County within the area described and for a distance of five hundred (500) feet from all exterior boundaries of subject property pursuant to Section 30.61 of the Glendale Municipal Code.

I, _____, further certify that the attached list contains the addresses of all **OCCUPANTS** within the area described and for a distance of five hundred (500) feet from all exterior boundaries of subject property pursuant to Section 30.61 of the Glendale Municipal Code.

Address of Subject Property: _____

Legal Description of
Subject Property: _____

Applicant's Signature: _____ Date: _____



POSTING OF PUBLIC HEARING SIGN

Per Ordinance No. 5585 a poster size (3' x 4') public hearing sign must be prepared and posted by the applicant at least 10 days prior to the hearing.

The sign information shall include but not be limited to the following:

NOTICE OF PUBLIC HEARING/MEETING ON PROPOSED DEVELOPMENT <i>Insert: CASE NUMBER</i>	
<i>PROPOSED ON THIS SITE: Insert Address and project description</i> <u>Please contact your project planner for specific information to be placed here.</u>	
PUBLIC HEARING	FOR MORE INFORMATION CONTACT:
DATE: <u>Insert Date</u>	CASE PLANNER
TIME: <u>Insert Time</u>	Planner's email
LOCATION: MSB	City of Glendale
633 E Broadway Room 105	Community Development Dept.
	818-staff phone number

At least ten (10) days prior to the hearing, the applicant shall cause notice thereof to be posted in a conspicuous place on the property involved, including, for a parking use permit, both the property for which a parking use permit is sought and the off-site parking facility as follows:

1. A poster-size sign shall be mounted on 4" x 4" wooden posts and shall be able to withstand all types of weather conditions.
2. The poster-size sign shall not exceed six (6) feet above grade and shall be visible from adjacent streets.
3. The poster-size sign shall be a height of three (3) feet and width of four (4) feet.
4. The poster-size sign shall be located not less than five (5) feet inside the property line in residential zones and not less than one (1) foot inside the property line in all other zones. In all instances, the sign shall be located in areas that are most visible to the public but not within the public right-of-way.

5. The poster-size sign shall:
 - a. Not be illuminated;
 - b. Be limited to only one per street frontage of the property;
 - c. Clearly be legible;
 - d. Consist of black lettering on a white background.
6. Additional poster-size signs may be required to the discretion of the Director of Community Development.
7. The poster-size sign shall be removed within 15-calendar days after final action of the City.
8. In situations where the above requirements are not physically possible due to site constraints, a comparable notice shall be prepared and located to the satisfaction of the Director of Community Development.

Example of Public Notice Posting



You must post the property at least 10 DAYS before the hearing date or the case will be continued to the next meeting.

Radius Map & Property Owner List Preparers

AM Mapping

Ana Smit
(626) 403-1803
Email: ammappingserv@aol.com

Archway Architectural & Mapping

Armen Semerdjian
7631 Foothill Blvd. Tujunga, CA 91042
(818) 273-9212
Email: archwaymaps@yahoo.com

Arttech Design

Art Babegian
409 W. Broadway Ave. Glendale, CA 91204
(818) 409-8921
Email: arttechla@gmail.com

Atlas Radius Maps

Dana Molino
PO Box 18612 Anaheim, CA 92817
(714) 906-3168
Email: atlasradmaps@gmail.com
Website: www.atlasradiusmaps.com

Cartomap Services

1301 W 2nd St. #105 Los Angeles, CA 90026
(213) 245-9026
Email: office@cmsla.net

Centerpoint Radius Maps

263 W. Olive Ave. #193 Burbank, CA 91502
(818) 220-5401
Email: centerpointradiusmaps@gmail.com
Website: www.centerpointradiusmaps.com

City Radius Maps

300 E. Bonita Ave #3641 San Dimas, CA 91773
Email: Robert@cityradiusmaps.com

Consistency in Planning

3699 Wilshire Blvd. #850 Los Angeles, CA
90010
(213) 252-3436

Continental Mapping Services

6315 Van Nuys Blvd. #208 Van Nuys, CA 91401
(818) 787-1663
Website:
<http://continentalmappingservice.com>

E.B.E. Associates, Inc.

3125 Andrita St. Los Angeles, CA 90065
(323) 550-8335
Website: ebeassociates.com

Estrada Design & Construction

7650 Morella Ave. North Hollywood, CA 91605
Office: (818) 765-4332
Mobile: (818) 425-4253
Email: luis@estradadesign.net

Express Mapping

4000 Barranca Pkwy #250
Irvine, CA 96204
(949) 771-0051
Email: orders@expressmapping.com
Order Online: www.expressmapping.com

EZ Mapping Services

P.O. Box 661464 Arcadia, CA 91066
(626) 241-5151
Email: ezmapping@yahoo.com

G.C. Mapping Service

3055 W. Valley Blvd. Alhambra, CA 91803
(626) 441-8850
Email: gcmapping@radiusmaps.com

Heron Maps

20756 Seaboard Rd. Malibu, CA 90265
(310) 317-1515

Interdesign

Edward Abedi
630 W. Dryden St. Suite G Glendale, CA 91202
(818) 548-9646
Email: adwardabedi@aol.com

JPL Zoning Services, Inc.

6257 Van Nuys Blvd., Suite 101
Van Nuys, CA 91401
(818) 781-0016
Email: jplzoning@yahoo.com
Website: www.jplzoning.com

L.A. Mapping Service, Inc

Robert Castro
781 Pinefalls Ave.
Diamond Bar, CA 91789
(909) 595-0903
Email: info@lamapping.com
Website: www.lamapping.com

Updated July 2024. This list is provided for the information and convenience of the public, and does not constitute approval, endorsement recommendation, sponsorship or favoring by the City of Glendale. To the maximum extent permitted by law, the City of Glendale shall not be liable for any claim, action, or breach arising out of or related to the selection by the public of any third party contractors or consultants appearing on this list, or their resulting actions or work product as a result of their retention.

More Services

12106 Lambert Ave. El Monte, CA 91732
(626) 350-5944
Email: MoreServices@sbcglobal.net
Website: moreservicesmapping.com

Nieves & Associates

21250 Hawthorne Bl. #700 Torrance, CA 90503
(310) 375-5925
Email: nievasoc@aol.com

Nor Associates

5450 Russell Ave. #21 Los Angeles, CA 90027
(310) 854-6103

NotificationMaps.com

(866) 752-6266
Email: sales@notificationmaps.com
Website: www.notificationmaps.com

N.P.S. & Associates

396 W. Avenue 44 Los Angeles, CA 90065
(323) 801-6393
Email: contact.npsassociates@gmail.com
Website: www.npsassociates.com

Planning Associate, Inc.

4040 Vineland Ave., Suite 108
Studio City, CA 91604
(818) 487-6767
Email: jjs@pai-la.com

Quality Maps

263 W. Olive Ave. #161 Burbank, CA 91502
(818) 588-7588
qualitymaps@gmail.com

Quality Mapping Service

14549 Archwood St. #301, Van Nuys, CA 91405
(818) 997-7949
Website: <https://www.qualitymapping.com/>

Radius Maps, Etc.

3544 Portola Ave.
Los Angeles, CA 90032
(323) 221-4555

Radius Maps 4 Less

1233 Oak St. Upland, CA 91784
(909) 997-9357
Website:

Radius Maps Leon Mapping & GIS Services

15031 Chatsworth St. #17
Mission Hills, CA 91345
(818) 235-7649
Email: leonmapping@hotmail.com

Sir Speedy Mapping Service

James Chang
1073 Kendall Dr. San Gabriel, CA 91775
(626) 281-6274
Email: sirspeedymapping@gmail.com

Spindler Engineering Corp.

16823 Saticoy St. Van Nuys, CA 91406
(818) 782-2788
Email: admin@spindlereng.com
Website: <http://www.spindlereng.com/>

Stanley Szeto

GIS and Cartography
879 W. Ashiya Rd. Montebello, CA 90640
(626) 512-5050
Email: stanleyszeto@sbcglobal.net

The Trouble Shooter

Al Pratt
22225 Leadwell St. Canoga Park, CA 91303
(818) 346-4096
Email: thetroubleshooter86@gmail.com

Williams Land Use Services

Janelle P. Williams
2418 Honolulu Ave., Suite B
Montrose, CA 91020
(818) 542-4109
Email: williamslanduse@yahoo.com