



CITY OF VISTA

Public Notice Package

Mailing List Instructions

All applications requiring public notification (mailing notices) shall be accompanied by a Mailing List, unless specified otherwise, of all property owners and occupants when it is not an owner occupied property within 500 feet of the exterior boundary of the project site (property). Such list shall be compiled by a Title Company and shall be typed on Avery copier labels 5351 or Avery laser labels 5160 self-adhesive labels.

Labels shall be typed and shall be accompanied by an Assessor's Map indicating the subject property and all properties within 500 feet.

Required public notification materials include:

- a. A mailing list of all property owners and occupants (when property is not owner-occupied) within 500 feet of the exterior boundary of the project site.
- b. Three (3) sets of labels of all property owners and occupants within 500 feet of the property boundary printed on white self-adhesive labels, size 1" x 2 5/8", 30 labels per sheet (Avery Laser 5960 or other labels using Avery 5160 software layout).
- c. Assessor's map identifying the subject property and all surrounding properties within a 500-foot radius of the boundaries of the subject property.

I HEREBY CERTIFY THAT THE PROPERTY OWNERS LIST AND LABELS SUBMITTED TO THE CITY OF VISTA ON THIS DATE REPRESENT THE LATEST AVAILABLE INFORMATION FROM THE EQUALIZED ASSESSOR'S ROLES, AND INCLUDES ALL PROPERTY OWNERS AND OCCUPANTS (WHEN PROPERTY IS NOT OWNER-OCCUPIED) WITHIN 500 FEET OF THE EXTERIOR BOUNDARY OF THE PROJECT SITE.

APPLICATION NUMBER AND NAME

APPLICANT OR APPLICANT'S REPRESENTATIVE

BY _____

DATE _____

DATE RECEIVED BY CITY _____