



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](http://glendaleca.gov)

**NEW**

**PUBLIC**

**NOTICING**

**REQUIREMENTS**

**REVISED 8/10/2023**



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

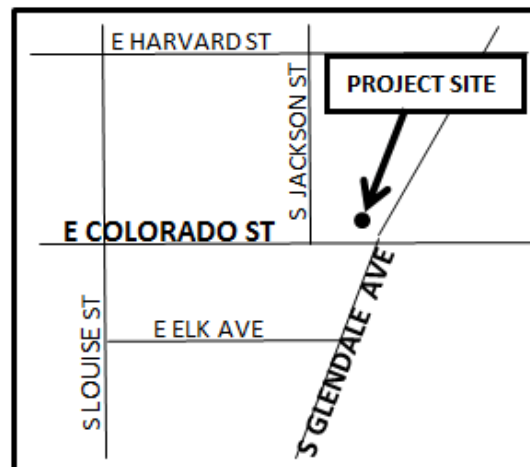
**633 E. Broadway, Room 103  
Glendale, CA 91206-4386**  
Tel (818) 548-2140 or (818) 548-2115  
Fax (818) 240-0392 glendaleca.gov

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	<b>NAME</b>	<b>ADDRESS</b>	<b>CITY_STATE_ZIP</b>
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:

<b>NOTICE OF PUBLIC HEARING/MEETING ON PROPOSED DEVELOPMENT</b> <b><i>Insert: CASE NUMBER</i></b>	
<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>	
<b>PUBLIC HEARING</b>	<b>FOR MORE INFORMATION CONTACT:</b>
<b>DATE:</b> <u>Insert Date</u>	CASE PLANNER
<b>TIME:</b> <u>Insert Time</u>	Planner's email
<b>LOCATION:</b> 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 2<sup>nd</sup> 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://continentalmappingsservice.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

### **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

**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  
Email: 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: http://www.radiusmaps4less.com/

**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