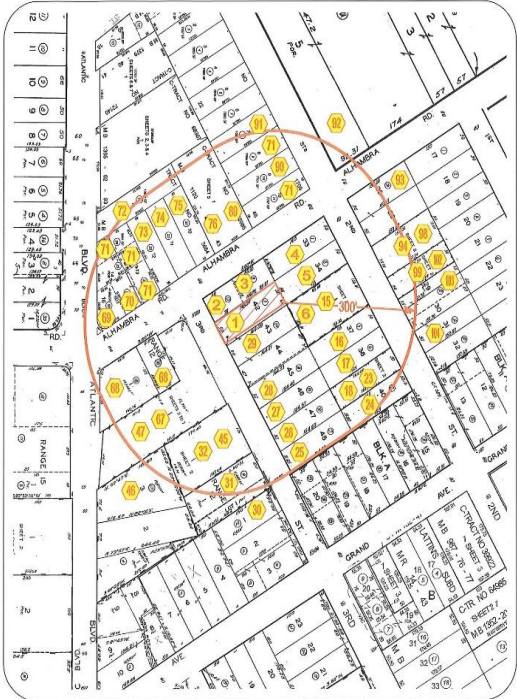




VERSION: APRIL 4, 2024

WHAT IS A RADIUS MAP?

Radius Maps consist of a circle created around a specific point on a map, such as a city address. They are required upon submittal of any application that involves a public hearing or public notice. The range of the radius depends on the type of application.



Example of a Radius Map.

For all Entitlements (i.e. **General** and **Specific Plans, Conditional Use Permits, Variance, Planned Development Permits**, etc.): a 500-foot radius circle and measurement from property lines is required; the following listed below are exceptions:

- For **Site Plan Design Review – 2nd Story Residential Construction and Minor Use Permits**: a 300-foot radius circle and measurement from property lines (LPMC 10.94.040 E.2., LPMC 10.84.050 B.2.);
- For **Wireless Communication Facilities**: A 1,500-foot radius circle and measurement from property lines (LPMC 10.50.200 J.2.);

Please check that the following items have been included in your map:

- A clear identification of the project site;
- Numeric labeling of all surrounding properties within the radius (including the project site);
- Project title at the top of the page;
- Company or third-party name, address, and contact information

NOTE: At any time during the application process, staff reserves the right to require other materials, studies, or other forms of resources that help further the processing of application.

PROPERTY OWNER’S LIST:

The radius map shall be accompanied by the following mailing items:

- A digital Property Owner Mailing List in an Excel Spreadsheet of property owners within the necessary radius for the subject property lines. The Excel spreadsheet containing the Property Owner Mailing List shall be submitted at the time of applying for a Planning Entitlement. The columns within the Excel Spreadsheet should be formatted:

<input type="checkbox"/> Owner name(s)	<input type="checkbox"/> State
<input type="checkbox"/> Address	<input type="checkbox"/> Zip Code
<input type="checkbox"/> City	<input type="checkbox"/> Assessor Parcel Number (APN)
- Two (2) set of postage stamps equaling the amount required to notice and two (2) set of mailing labels on Avery paper labels