



Community Development Department Planning Division

MAILING NOTICE REQUIREMENTS

The City of Benicia requires that all applications involving a public hearing shall include a list of the current owners of property within 500 feet of the project site. The list must include the property owners' names, addresses, and Assessor's Parcel Number. Preparation, verification, and submission of the property owner's list is your responsibility as the applicant. The list may be certified by a title insurance company as being from the most recent County tax roll, or you may prepare the list yourself. If you prepare the list and we find an error, the list will be returned to you for correction. Incorrect lists will be cause for finding your application incomplete.

Following are the requirements for mailing lists. Your application cannot be deemed complete without the mailing list, labels, and base map. Incomplete applications are not processed until they are deemed complete.

- 1. Labels:** The property owners' names and address shall be provided on self-adhesive mailing labels, such as Avery label sheets. Lists typed on plain paper cannot be accepted. In the list, also include the name(s) and address(es) of the applicant and owner(s) of the subject parcel. You must submit **3** sets of labels.
- 2. Assessor's Roll and Base Map(s):** Submit base maps at the same scale used by the Assessor's Office, and include a copy of the Assessment Roll. On the base map, the subject property must be outlined in red and noted as the subject parcel(s). An additional red line must be drawn at a 500 -foot radius from the subject parcel(s). The figure below shows how the maps should be prepared. Note that the 500 -foot radius must be measured from each corner of a parcel.

