



Community Development Department
 Planning Division
 44-950 Eldorado Drive
 Indian Wells, CA 92210
 (760) 776-0229

www.cityofindianwells.org

Public Notice Requirements

The materials and information listed below must be submitted with applications requiring a public hearing or public notification.

PROPERTY OWNER, RESIDENT, & BUSINESS OWNER LIST: Provide a list of all the name, address and assessor's parcel number of *all property owners, residents, Home-owner Associations (HOA) and business owners* within a 300-foot radius of the project site, measured from the site's exterior boundary (property line). Additional notices and further homeownership information may be required for an expanded noticing area beyond this 300-foot radius based on City review of the development application. The list shall be derived from the latest equalized property tax assessment roll issued by the Riverside County Tax Assessor, and can be obtained through a professional Title Company.

MAILING LABELS: Provide three (3) sets of typed, self adhesive labels, on 8-1/2" X 11" sheets, listing the name, address and assessor's parcel number of *all property owners, residents, Home-owner Association (HOA) and business owners* within a 300-foot radius of the project site, measured from the site's exterior boundary (property line). The mailing labels shall be formatted as follows:

300-FOOT RADIUS MAP: Provide Riverside County Tax Assessor's Maps for all properties within a 300-foot radius of the project site, measured from the site's exterior boundary (property line). The requisite maps can be obtained through a professional Title Company.

PROPERTY OWNER'S AFFIDAVIT: Complete the affidavit provided below, stating that the required Property Ownership List is correct and is based upon the latest available equalized property tax assessment roll.

Leave Blank	Leave Blank	Leave Blank
1020-221-01 JOHN AND JANE DOE 13220 CENTRAL AVE CHINO CA 91710	APN PROPERTY OWNER 9 ADDRESS	APN PROPERTY OWNER 18 ADDRESS
APN PROPERTY OWNER 1 ADDRESS	APN PROPERTY OWNER 10 ADDRESS	APN PROPERTY OWNER 19 ADDRESS
APN PROPERTY OWNER 2 ADDRESS	APN PROPERTY OWNER 11 ADDRESS	APN PROPERTY OWNER 20 ADDRESS
APN PROPERTY OWNER 3 ADDRESS	APN PROPERTY OWNER 12 ADDRESS	APN PROPERTY OWNER 21 ADDRESS
APN PROPERTY OWNER 4 ADDRESS	APN PROPERTY OWNER 13 ADDRESS	APN PROPERTY OWNER 22 ADDRESS
APN PROPERTY OWNER 5 ADDRESS	APN PROPERTY OWNER 14 ADDRESS	APN PROPERTY OWNER 23 ADDRESS
APN PROPERTY OWNER 6 ADDRESS	APN PROPERTY OWNER 15 ADDRESS	APN PROPERTY OWNER 24 ADDRESS
APN PROPERTY OWNER 7 ADDRESS	APN PROPERTY OWNER 16 ADDRESS	APN PROPERTY OWNER 25 ADDRESS
APN PROPERTY OWNER 8 ADDRESS	APN PROPERTY OWNER 17 ADDRESS	APN PROPERTY OWNER 26 ADDRESS

SAMPLE

PROPERTY OWNER'S LIST AFFIDAVIT

I hereby certify that the attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest equalized assessment roll of the Riverside County Tax Collector, within the area described on the attached application for a distance of 300-feet measured from the exterior boundary of the property described on said application. Furthermore, I certify under penalty of perjury, that the foregoing statement and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief.

Preparer's Signature: _____

Date: _____

Name (print or type): _____

Phone: _____

Address: _____

City: _____

Zip: _____