



# CITY OF FAIRFIELD

## PUBLIC HEARING NOTICE AFFIDAVIT

Community Development Department

### REQUIRED SUBMITTAL INFORMATION

To complete the submittal for planning applications which require public hearings, the applicant shall provide an Assessor's parcel map and mailing list of all properties within 500 feet of the subject property.

Applications requiring public hearings include, but are not limited to, the following:

- General Plan Amendments
- Zone Changes
- Use Permits
- Annexations/Prezonings
- Subdivisions
- Variances
- New Commercial and Industrial buildings

Use the Submittal Requirement Matrix or check with Staff regarding your specific application

**NOTE:** This Declaration must be signed by the person who prepares the mailing labels. If the labels were prepared by a title company, the name of the title company must also be provided.

### PROPERTY OWNER LIST DECLARATION

I hereby state that the attached labels contain the names and addresses as they appear on the latest available Solano County secured assessment rolls, including any and all master index updates thereof, of all persons owning real property within a distance of: (Check appropriate category)

- Five hundred (500) feet of,
- Other

the exterior boundaries of the property described in the attached application. I hereby declare, under penalty of perjury, that to the best of my knowledge the foregoing is true and correct.

EXECUTED ON \_\_\_\_\_ AT \_\_\_\_\_, CALIFORNIA

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

PRINT COMPANY NAME \_\_\_\_\_

APN of Subject Property(ies): \_\_\_\_\_

### DEPARTMENT USE ONLY

RECEIVED BY	DATE	APPROVED BY	DATE
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## HOW TO PREPARE PUBLIC NOTICE LISTS

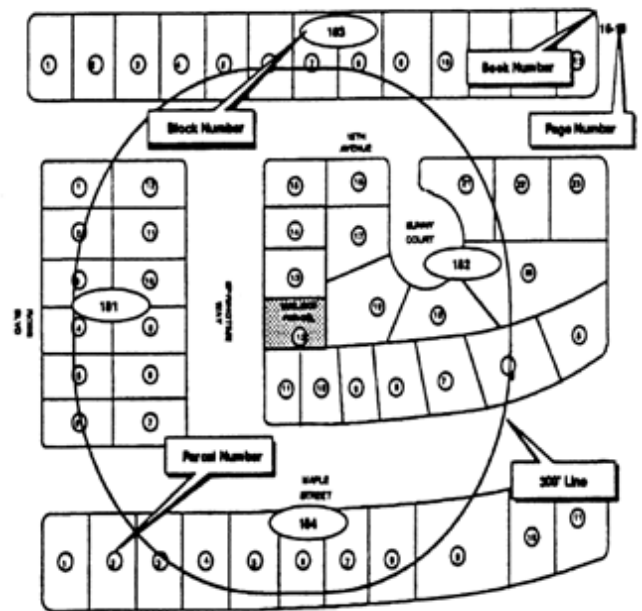
1. Obtain copies of the most recent County Assessor's parcel map(s) covering the subject property and all surrounding properties within 500 feet. These are available from the Solano County Assessor's Office, County Complex, 675 Texas Street, Fairfield, CA 94533.
2. Indicate the outside of the boundary lines of the subject parcel(s) in red.
3. Draw a red line that is a distance of 500 feet in all directions from the outside of the boundary drawn above. The 500 foot perimeter may require use of additional assessor parcel pages.
4. Compile a master list of the book, page, block and parcel number of all parcels within the 500 foot area. A block number is indicated by the page number plus one added digit. If no separate blocks are shown, add a zero to the page number.
5. Type the above parcel numbers, along with the corresponding property owner's name and address, on a label sheet\* Owner's names and addresses can be obtained from the latest assessment roll, including updates, available at the Assessor's Office.
6. There is no need to type separate labels for names that appear on more than one parcel.
7. Add to the label sheets the applicant's name and address, as well as all additional parties you believe should receive notice of the proposed project. These might include homeowner's associations, citizen groups, neighborhood associations, home office of the applicant, etc. Be sure to include the applicant's engineer or representative.
8. Complete and sign mailing label declaration
9. Return the label sheets, map identifying 500-foot line and signed declaration along with your completed application to the Department of Planning and Development

\*Labels: should be self-adhesive for use in plain paper copiers. Individual labels measure 1" x 2 3/4" on 8 1/2" x 11", with 33 labels per page, or 1" x 4" labels on 8 1/2" x 11" sheets with 20 labels per page. (Commercially available brands include Avery or Dennison, available at local stationary and office supply firms).

Sample:

160-345-010  
John and Jane Doe  
1234 Springtime Way  
Fairfield, CA 94533

SUBJECT	DATE	FILE NUMBER
Start Labels Here	Continue Labels	Continue Labels
16-182-04 Rodney Smith 1703 Maple Street Fairfield, CA 94533	16-182-17 Mary Peterson 14 Sunny Court Fairfield, CA 94533	16-183-08 Charles Gray 1715 15th Avenue Fairfield, CA 94533
16-182-07 Bruce Johnson 1703 Maple Street Fairfield, CA 94533	16-182-18 Joe Davis 18 Sunny Court Fairfield, CA 94533	16-183-09 Michael Chaney 1717 15th Avenue Fairfield, CA 94533
16-182-08 Johnny Alexander 1703 Maple Street Fairfield, CA 94533	16-182-19 Jack Kincaid 20 Sunny Court Fairfield, CA 94533	16-184-02 Randy March 1702 Maple Street Fairfield, CA 94533
16-182-09 Robert Flank 1703 Maple Street Fairfield, CA 94533	16-182-20 Ernest Brown 22 Sunny Court Fairfield, CA 94533	16-184-04 Walter Smith 1704 Maple Street Fairfield, CA 94533
16-182-10 Tia Jones 1711 Maple Street Fairfield, CA 94533	16-182-21 Philip Lincoln 24 Sunny Court Fairfield, CA 94533	16-184-05 Lee Armstrong 1708 Maple Street Fairfield, CA 94533
16-182-11 Norma Bush 1713 Maple Street Fairfield, CA 94533	16-182-22 Randy Dempsey 1720 15th Avenue Fairfield, CA 94533	16-184-06 Don Payne 1710 Maple Street Fairfield, CA 94533
16-182-12 George Hope 1122 Springtime Way Fairfield, CA 94533	16-183-04 Don Martin 1707 15th Avenue Fairfield, CA 94533	16-184-07 Eric Bean 1712 Maple Street Fairfield, CA 94533
16-182-14 Charles Burns 1124 Springtime Way Fairfield, CA 94533	16-183-05 Nick Johnson 1709 15th Avenue Fairfield, CA 94533	16-184-08 John Griffin 1714 Maple Street Fairfield, CA 94533
16-182-15 Thomas Conway 1126 Springtime Way Fairfield, CA 94533	16-183-06 David Jackson 1711 15th Avenue Fairfield, CA 94533	



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