



PLANNING DEPARTMENT

2729 Prospect Park Drive | Rancho Cordova, CA 95670

Phone: (916) 851-8750 | Fax: (916) 851-8762

500' Radius Map and Labels

For applications that require public notification (e.g. Design Review, Conditional Use Permit, Limited Use Permit), a **500' Radius Map and Mailing Labels** are required as part of a complete application. These labels will be used to address postcards to the property owners and occupants of buildings within 500 feet of the subject property. The postcards will identify the date and time of a public hearing and a brief description of the project under consideration.

There are a number of ways in which to provide this information. Below are a few commonly used options:

1. Contact a title company. If they will not certify the list for you, you may have them certified in your name in the presence of a notary. Only do this if you trust the information you are receiving to be true and complete, since that is the purpose of the notarization.
2. Contact the County Assessor's office to obtain a list of owners and occupants within 500 feet of the property for which you are applying. Here is their contact information:

Sacramento County Assessor's Office
3701 Power Inn Rd, Suite 3000
Sacramento, CA 95826-4329
Phone Hours 9 a.m. – 4 p.m.; Office Hours 8 a.m. – 5 p.m.
(916) 875-0700

They should be able to provide you a list of addresses. From there, you will need to create labels yourself and then have the letter of certification notarized, similar to the process above. Please use the Avery 5160 labels, available at any office supply store.

3. The city can not directly recommend any one service, however the City is aware of an individual, Mike Higerson at DataPro that does perform this service. For a fee, DataPro offers a service to compile the addresses, create the labels, and have the letter of certification notarized. You can reach this business at (800) 568-7104.

For additional information, please contact the Planning Department at (916) 851-8750.