



City of San Ramon  
 Planning/Community Services  
 2401 Crow Canyon Road  
 San Ramon, CA 94583  
 Telephone: 925.973.2560  
 Fax: 925.838.3231

**NOTICING PROCEDURES**

**DEVELOPMENT APPLICATIONS**  
 (excluding Home Occupation Permits)

Unless otherwise specified, applicants must supply the City with the following items *to be prepared by a title company*:

- Self-adhering address labels prepared from the most current equalized property tax assessment roll of all property owners within 300 feet of the boundaries of the project site, including the subject property owner(s) and the project applicant.
- The labels shall be typed, formatted on an 8-1/2” x 11” (portrait format) sheet, and shall include the corresponding assessor’s parcel number on each address label.
- The self-adhering address labels, described above, photocopied onto an 8-1/2” x 11” sheet of paper with the list preparation date clearly indicated on the lower right-hand corner of each sheet.
- A map prepared from the assessor’s records showing those properties within the 300-foot distance of the project site from which the mailing list was prepared.

***\*Applications will not be accepted for processing until the above requirements have been satisfied.\****

If improper notice is given, that is, if a property owner is not noticed because of an omission by the applicant or applicant’s representative compiling the notice, the processing of the application will be discontinued. The applicant shall be required, at applicant’s expense, to prepare a corrected notice list and new set of labels.

I certify that I have provided the City with self-adhering labels for the subject property owner(s), all property owners within 300 feet of the subject property, and a 300-foot map for the property located at:

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SUBJECT PROPERTY ADDRESS ASSESSOR’S PARCEL NUMBER (if known)

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PROJECT NAME/APPLICATION NUMBER (if known)

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PROPERTY OWNER OR REPRESENTATIVE (please print)

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PROPERTY OWNER/REPRESENTATIVE SIGNATURE DATE