



CITY OF MOUNTAIN HOUSE

Community Development Department / Planning Division
251 E. Main Street
Mountain House, CA 95391
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www.mountainhousecsd.org

Instructions for Property Owners List / 500-Foot Radius Maps

In preparing the Property Owners List for your project, you may find that some properties within 500 feet of yours are listed on the assessment rolls without a property owner's mailing address. For the City's purposes, however, these property owners must still be notified and, thus, must be included on the Property Owners List. Therefore, it may be necessary to contact directly the San Joaquin County Tax Collectors Office or Assessors Office for a property owner's home address.

An Excel spreadsheet with all property owner information must be submitted to the Planning Division. In addition to notifying adjacent property owners, the following persons or agencies must also be included on the Property Owner's List for notification purposes:

Mountain House Fire Station 16-1
911 S. Tradition St.
Mountain House, CA 95391

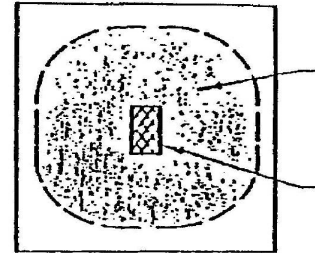
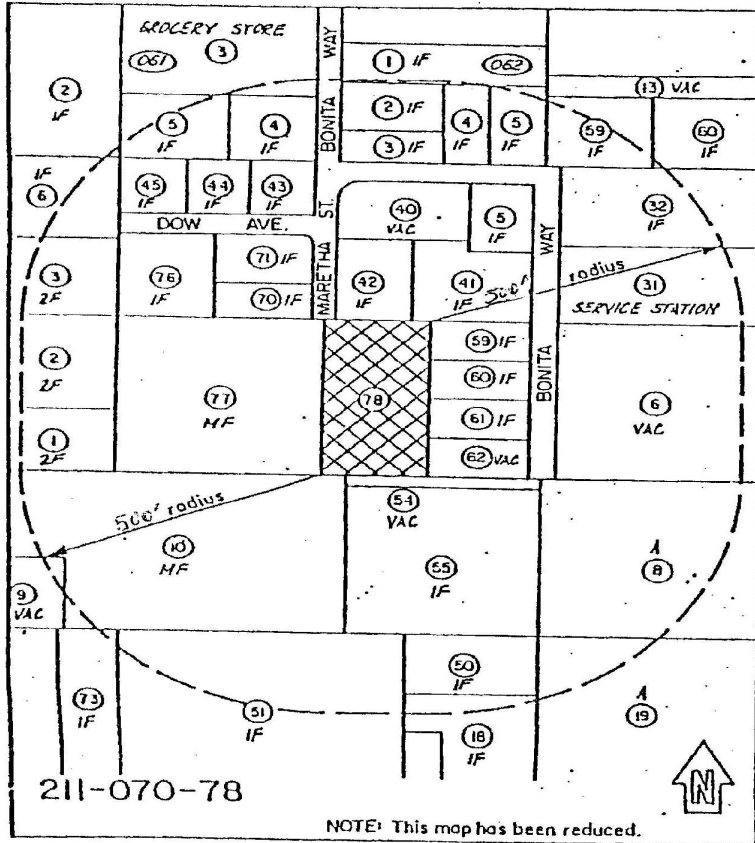
Lammersville Joint Unified School District
111 S De Anza Blvd.
Mountain House, CA 95391

Applicant and Applicant's Representative

Page 2 includes an example of a 500-foot radius map that must be submitted with your application.

Page 3 includes an example of a Property Owners List that must be submitted with your application. Include your mailing address on the list.

SAMPLE 500' RADIUS MAP



AREA WITHIN 500 FEET OF
SUBJECT PROPERTY

PROPERTY PROPOSED TO BE
REZONED OR AREA OF PROPERTY
FOR USE PERMIT
OR VARIANCE

Example Assessor Parcel Number (APN): 148-0070-078

↑ ↑ ↑
Map Book No. Block No. Parcel No.

The Assessor Map Block and Parcel numbers must be indicated on the map like this sample, with the Parcel number assigned to each parcel within the required radius. These two numbers along with the Block number should be shown on the property owners list in the Book-Block-Parcel column, and must correspond to the owner's name.

Parcel numbers may be obtained from Sacramento County Assessor's Office.

The following may be used to indicate present use of the property:

- | | | | |
|----|-----------------------|-----|------------|
| A | - Agriculture | * | Commercial |
| 1F | - One Family | * | Industrial |
| 2F | - Two Family (Duplex) | VAC | Vacant |
| MF | - Multiple Family | | |

* Indicate the specific use of the commercial or industrial property, i.e. barber shop, grocery store, retail store, service station, etc.

This sample map is prepared by the City of Galt Planning Department as a guide to assist you preparing the map.

211 Book No. **070** Block No. **78** Parcel No.

PROPERTY OWNER LIST (MUST BE SUBMITTED IN EXCEL FORMAT)

Name _____ **ZIP CODES MUST BE INCLUDED** Parcel Number(s) in Application
 Address _____ Book _____ Block _____ Parcel _____

Assessor Book #	Block	Parcel #'s	Property Owner	Residing or Mailing Address	City	Zip Code
<i>Ex. 150</i>	<i>0240</i>	<i>034, 035, 036</i>	<i>John & Mary Smith</i>	<i>555 Smithville Road</i>	<i>Mountain House</i>	<i>95391</i>