

Attachment 4 Notice Procedures

Upon a Land Use Application requiring noticing based on the application type as outlined in OMC Section 17.08.020, a project notice or sign will be prepared to inform the public of the project. Staff will be responsible for sign production, preparation and posting. Noticing costs will be deducted from the applicant's project deposit. Noticing procedures are set forth as follows:

- A. **Noticing Signs.** An 18"x24" coroplast sign on wooden stakes 3-feet high will be posted at the project site 10 days before the public hearing date.
- B. **Material.** Coroplast is a tough, waterproof, corrugated plastic sign material, which resembles the appearance of "plastic cardboard". The hollow-fluted design of Coroplast makes this sign material extremely lightweight.
- C. **Location.** The posting sign shall be displayed in line of sign to adjacent driveway entrances or public pathways of the project site for the duration of the appeal period.
- D. **Content.** The following content shall be provided on the notice:
 1. Project Application Number.
 2. Project Description
 3. CEQA Determination
 4. Hearing Date and location
 5. Project Planner and Contact Information
 6. Applicant Name
 7. Property Owner Name
 8. Additional Information
 9. Project Rendering*
- E. **Missing or Damaged Sign.** The applicant/property owner shall be responsible for notifying the Project Planner of any missing or damaged sign.
- F. **Notification Map, Mailing List, and Labels.** The City of Orange requires for all applications **except** Administrative Adjustments (AA), Minor Site Plans Review (MNSP), or certain Design Review Committee (DRC) as follows:
 1. Obtain copies of assessor parcel maps and ownership lots for the subject parcel and surrounding properties within a radius of 300' from all property lines, unless a larger area is required by City planning staff given special project circumstances.
 2. A Title Company or Ownership Listing Service must furnish maps and labels, with evidence of preparation provided by the company or service, and a declaration that the information is based upon the most recent equalized assessment or up-to-date records of the Orange County tax assessor.
 3. On map, draw radius/circle line (to scale) 300 feet from and around the exterior of the parcel.
 4. Obtain **three (3)** sets of **self-adhesive labels** that identify names and addresses of:
 - a. **All owners** of real property located within 300 feet of the subject parcel as identified by the assessor's parcel maps.

- b. **All tenants and/or occupants** located within 300 feet of the subject parcel as identified by the assessor’s parcel maps. b. All tenants and/or occupants located on the subject parcel and within 300 feet of the subject parcel as identified by the assessor’s parcel maps. For example, if rental properties are located within the notification area, provide a list of the names and addresses of each tenant or occupant. If names are unknown, use “tenant” or “occupant”.
- c. Project applicant, if different than property owner.
- d. Homeowners Association
- e. **Parcel numbers must be identified on each label.**

G. Sample.

LEGAL NOTICE OF PLANNING COMMISSION PUBLIC HEARING	
LOCATION:	CITY OF ORANGE COUNCIL CHAMBERS 300 EAST CHAPMAN AVENUE
DATE:	MONDAY, MARCH 2, 2020
TIME:	7:00 P.M. (or as soon thereafter as the matter may be heard)
SUBJECT:	CONDITIONAL USE PERMIT NO. 3108-19 - HEEMO SUSHI RESTAURANT
PROPERTY LOCATION:	1632 E. KATELLA AVENUE, SUITE A, ORANGE, CA
REQUEST:	The applicant is requesting approval of Conditional Use Permit (CUP) No. 3108-19 related to an Alcoholic Beverage Control (ABC) Type 41 License (On-Sale Beer and Wine-Eating Place) within an existing restaurant.
ENVIRONMENTAL INFORMATION:	This project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) per State CEQA Guidelines 15301 (Class 1 - Existing Facilities) because the project consists of licensing the sale of alcoholic beverages at an existing restaurant and results in negligible or no expansion of use beyond that existing at the time of the City's determination.
PROPERTY OWNER:	Katella West Partners, LLC
PROJECT APPLICANT:	Gao Zhe for CHJ Inheritance Group, Inc.
FURTHER INFORMATION:	To obtain further information about the project, please contact Vidal F. Marquez, Assistant Planner, at the Planning Division of the City of Orange, 300 East Chapman Avenue by phone at (714) 744-7214 or via e-mail at vmarquez@cityoforange.org .

If you challenge any decision to this request in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in a written correspondence delivered to the Planning Commission at, or prior to, the public hearing.

♻️ Printed on Recycled Paper

*Project Rendering may be requested for larger development projects at staff’s discretion.