ITEM NO. 26

CITY OF CARLSBAD

EARLY PUBLIC NOTICE PACKAGE AND

ON-SITE PROJECT NOTICE SIGN

In order to provide early notification of nearby development proposals, an early public notice package is required upon the submittal of an application for development to the City. In addition, a project notice sign is required to be posted on the project site by the project applicant. These requirements and procedures apply only to those applications that require approval by either the Planning Commission or City Council.

1. **Early Public Notice Package Requirements**:

- **One 8½" x 11" copy of your reduced site plan and representative building elevations.** These copies must be of a quality that is photographically reproducible. Only essential data should be included on plans.

- **600' Owners List -** a typewritten list of names and addresses of all property owners within a 600 foot radius of the subject property, including the applicant and/or owner. The list shall include the San Diego County Assessor's parcel number from the latest equalized assessment rolls.

  The applicant is required to sign a statement (see Attachment "1") certifying that the information provided represents the latest equalized assessment rolls from the San Diego County Assessor's Office.

- **Mailing Labels** – one set of mailing labels of the property owners within a 600 foot radius of the subject property. The list **must** be typed in all **CAPITAL LETTERS, left justified, void of any punctuation**. For any address other than a single-family residence, an apartment or suite number must be included but the Apartment, Suite and/or Building Number must **NOT** appear in the street address line. **DO NOT** type assessor's parcel number on labels. **DO NOT** provide addressed envelopes - PROVIDE LABELS ONLY. Acceptable fonts are: Arial 11 pt, Arial Rounded MT Bold 9 pt, Courier 14 pt, Courier New 11 pt, and MS Line Draw 11 pt. Sample labels are as follows:

UNACCEPTABLE	**UNACCEPTABLE**	**ACCEPTABLE**
Mrs. Jane Smith 123 Magnolia Ave., Apt #3 Carlsbad, CA 92008	Mrs. Jane Smith 123 Magnolia Ave. Apt. #3 Carlsbad, CA 92008	MRS JANE SMITH APT 3 123 MAGNOLIA AVE CARLSBAD CA 92008

- **Radius Map -** a map to scale, not less than 1" = 200', showing all lots entirely and partially within 600 feet of the exterior boundaries of the subject property. Each of these lots should be consecutively numbered and correspond with the

property owner's list. The scale of the map may be reduced to a scale acceptable to the Planning Director if the required scale is impractical.

- **Fee -** a fee shall be paid for covering the cost of mailing notices. Such fee shall equal the current postage rate times the total number of labels. Cash, check (payable to the City of Carlsbad) and credit cards are accepted.

2. On Site Project Notice Sign Procedures:

Within 30 days following the submittal of a formal project application, the applicant shall physically post a notice on the project site. Such notice shall state "NOTICE OF PROJECT APPLICATION" and shall include the project information provided to the applicant by the City.

After the public notice is posted, please return the "Certification of Posting" (see Attachment "2") to the Planning Department within 24 hours of posting. The applicant shall maintain the posted notice in good and legible condition until the application is withdrawn, approved or denied, whichever occurs first.

All project site notices shall comply with the following:

1. Signs shall be located so that the notice is visible from all portions of the project site that abut a public or private street.
2. Sign material shall be durable enough to withstand the elements.
3. Signs shall be mounted to an existing building or secured to a ground-mounted pole with a minimum pole height of four (4) feet and a maximum pole height of six (6) feet.
4. Sign dimensions shall be: two (2) feet in height and three (3) feet in width.
5. Sign color background shall be yellow.
6. All letter colors shall be black.
7. All letters shall be in capitals.
8. Letter heights for the notice shall be as shown on Attachment "3".
9. Applicant or developer phrases or logos are not allowed.
10. Applicant must obtain project planner approval of color and text, prior to posting.
11. Any removed or damaged notices shall be immediately replaced.

ATTACHMENT "1"

I HEREBY CERTIFY THAT THE PROPERTY OWNERS LIST AND LABELS SUBMITTED TO THE CITY OF CARLSBAD ON THIS DATE REPRESENT THE LATEST AVAILABLE INFORMATION FROM THE EQUALIZED ASSESSOR'S ROLES.

APPLICATION NAME AND NUMBER

_____

_____

_____

APPLICANT OR APPLICANT'S REPRESENTATIVE

BY: _____

DATE: _____

RECEIVED BY

_____

DATE: _____

ATTACHMENT "2"

CERTIFICATION OF POSTING

I certify that the "Notice of Project Application" has been posted at a conspicuous location on the site on _____.
(DATE)

SIGNATURE: _____

PRINT NAME: _____

PROJECT NAME: _____

PROJECT NUMBER: _____

LOCATION: _____

_____

RETURN TO: _____
(Planner)

CITY OF CARLSBAD
PLANNING DEPARTMENT
1635 Faraday Avenue
Carlsbad, CA 92008-7314

CITY OF CARLSBAD

PLANNING DEPARTMENT
Administrative Policy

Policy No.	37
Date Issued	June 20, 2000
Effective Date	June 20, 2000
Revised Date	June 29, 2000
Supersedes No.	

General Subject: Residential Infill Development

Specific Subject: Project Site Notification

Copies to: Department Staff, File

POLICY:

On April 19, 2000, the City Council conducted a public workshop on Residential Infill Development and adopted a new **Project Site Notification** requirement to improve the neighborhood disclosure/review process for residential in-fill development projects. This requirement to post on site project notice signs will increase neighborhood awareness of proposed Residential Infill projects.

Specifically, all proposed Residential Infill projects of two (2) or more dwelling units that: (1) require a discretionary permit (i.e.; Tentative Tract Map (CT), Planned Unit Development (PUD), Non Single Family Coastal Development Permit (CDP), Redevelopment Permit (RP), Site Development Plan (SDP), Hillside Development Permit (HDP), Condominium Permit (CP), or administrative permit (i.e.; Minor PUD or Condominium Permit), and (2) are bordered on a minimum of two sides (property lines) by existing single family residential development, shall be required to post project notices on the project site. This requirement shall not apply to Single Family Coastal Development Permits, Condominium Conversions, Second Dwelling Units or Administrative PUD Amendments.

The project notice signs shall be required to be posted on site as follows:

(A) Upon City determination of completeness of a formal project application, the applicant shall physically post a notice on the project site. The applicant shall maintain the posted notice in good and legible condition until the application is withdrawn, or scheduled for public hearing, whichever occurs first. Such notice shall state "APPLICATION IN PROCESS", and shall include:

1. A yellow color background;
2. A brief but complete explanation of the matter to be considered;
3. The applicant's name/phone number and applicant's agent (if applicable) name and phone number; and
4. Planning Department contact information.

(B) Concurrent with public noticing for a public hearing or public noticing that a tentative parcel map (associated with a Minor PUD or Condominium Permit) has been filed, the applicant shall physically post a notice on the project site for the entire term of the public notice period, until, and inclusive of the actual public hearing date. Such notice shall state "PENDING PUBLIC HEARING" (for discretionary permits) or "PENDING ADMINISTRATIVE DECISION" (for administrative permits), and shall include the same information required above, but:

1. An orange color background; and
2. Date, time and place of pending public hearing (for discretionary permits);or
3. Date by which administrative decision will be made (for administrative permits).

CITY OF CARLSBAD

PLANNING DEPARTMENT
Administrative Policy

Policy No.	37
Date Issued	June 20, 2000
Effective Date	June 20, 2000
Revised Date	June 29, 2000
Supersedes No.	

General Subject: Residential Infill Development

Specific Subject: Project Site Notification

Copies to: Department Staff, File

(C) All project site notices shall comply with the following:

1. Sign location shall be in a conspicuous location so that the notice is visible from all portions of the project site which abut a public or private street.
2. Sign material shall be durable enough to withstand the elements. Signs shall be secured to a ground-mounted pole with a minimum pole height of four feet and a maximum pole height of six feet.
3. Sign dimensions shall be: four feet in height and three feet in length.
4. Letter height for the "APPLICATION IN PROCESS", "PENDING PUBLIC HEARING" or "PENDING ADMIN DECISION" headings shall be six inches.
5. Letter height for the project description shall be three inches.
6. All other letter heights shall be two inches.
7. All letter colors shall be black.
8. Applicant or developer phrases or logos are not allowed.
9. Applicant must obtain project planner approval of color and text, prior to posting.
10. The "PENDING PUBLIC HEARING" or "PENDING ADMIN DECISION" notice shall be removed upon withdrawal of the application or completion of the public hearing or date of administrative decision.
11. Any removed or damaged notices shall be immediately replaced.

APPROVED BY:

Michael J. Holzmiller
Planning Director

CITY OF
SAN MARCOS

APPLICATION INSTRUCTIONS

1. Complete two pages of application, making sure you sign the application. If you are accessing this document through our WEB site, please keep the pages in order.

2. Submit the information required based on the "submittal requirements" information page.

3. Complete and sign the Initial Study – Part I

4. Complete the Disclosure Statement

5. For a fee of $175 plus postage and material, staff will complete the Public Notice Procedure for you. The fee of $175 must be paid at time of application submittal and you will be billed for the postage and material prior to hearing. If you choose to do it yourself, please make sure the envelopes used are exactly according to the specifications stated (automated #10 envelope).

6. If you do not prepare the Public Notice package yourself, do NOT complete the Public Notice Certification #1.

7. Complete the Public Notice Certification #2, if your project is within 500' of a mobile home park or your project is in an existing commercial or industrial center.

8. Statement of Justification is only for a Variance/Grading Variance request.

9. If your application requires submittal of a Materials Board (see submittal requirements), please follow these specifications – especially the size.

10. If your application requires the use of a Title Block, please follow these specifications.

11. ALL applications require the posting of a sign with the information provided in the sample. A photo of the posted sign shall be submitted within in 7 days after application submittal and must be readable. Please remove the sign after action by the Administrative Officer, the Planning Commission and/or City Council. It is not necessary to keep it posted after that.

12. Complete the Storm Water Assessment and Determination Checklist. A complete technical report may be required. Ask for a copy of the manual.

ALL MAPS/PLANS MUST BE FOLDED TO 8 ½ X 11.

CITY OF SAN MARCOS
SUBMITTAL REQUIREMENTS

	CUP-MAJOR	CUP-MINOR	CUP-DP	DZ	GV	MFSDP	PZ	SDP	SP	TPM	TSM	V	R	GPA
FEES	X	X	X	X	X	X	X	X	X	X	X	X	X	X
LEGAL DESCRIPTION	X	X	X	X	X	X	X	X	X	X	X	X	X	X
APN	X	X	X	X	X	X	X	X	X	X	X	X	X	X
DISCLOSURE STATEMENT	X	X	X	X	X	X	X	X	X	X	X	X	X	X
CONSENT OF OWNER	X	X	X	X	X	X	X	X	X	X	X	X	X	X
TITLE REPORT	X			X	X	X	X	X	X	X	X	X	X	X
SOILS REPORT						X		X		X	X			
INITIAL STUDY PART I	X	X	X	X	X	X	X	X	X	X	X	X	X	X
MATERIALS BOARD	X			X		X		X						
PUBLIC NOTICE PACKAGE	X	X	X	X	X	X	X	X	X	X	X	X	X	X
SIGN PHOTO	X	X	X	X	X	X	X	X	X	X	X	X	X	X
SITE PLAN	31	12	8	31	31	32	33	14	31	26	34	31	31	31
SITE PLAN 8½x11	1			1		1		1		1	1			
ARCHITECTURAL ELEVATIONS & RENDERINGS	14			12		12		2	12					
COLOR ELEVATIONS AND RENDERING 8½ x 11	14			12		12		2	12					
LANDSCAPE PLAN	14			14		14		2	14					
FLOOR PLANS	12	12	8	12		12		2						
GRADING PLAN	2			2	2	2		2	2	2	2			
SLOPE DENSITY										X	X			
CFD 98-01 ANNEXATION***	X	X	X	X								X	X	X
CFD 98-02 ANNEXATION***	X	X	X	X								X	X	X
SIGN PROGRAM	2	2		2		2		2	2		2			
STORM WATER ASSESSMENT	X	X	X	X	X	X		X	X	X	X	x		

ALL MAPS MUST BE FOLDED TO 8½ X 11.

NOTICE OF PERMIT APPLICATION

SAMPLE

REQUEST FOR:_____

_____

CASE NUMBER:_____

APPLICANT:_____

FOR FURTHER INFORMATION REGARDING THIS APPLICATION, CALL 744-1050, EXTENSION 3204

DATE POSTED_____

CP

City of Encinitas
Citizen Participation Program
&
Public Notice Package

Ordinance 2001-02 (Original)
Ordinance 2002-11 (Amended)

City of Encinitas
Citizen Participation Program
Guideline & Resource Handout

Table of Contents

Introduction 3

Applicability 4

The Citizen Participation Program 5

Part One: Preparing a Citizen Participation Plan 6

Part Two: Implementing Your Plan 7

Part Three: Reporting On What Happened 9

The Citizen Participation Plan Checklist 11

Submitting a Written Plan 13

Drafting a Neighborhood Letter 15

Guide for an Effective Presentation 17

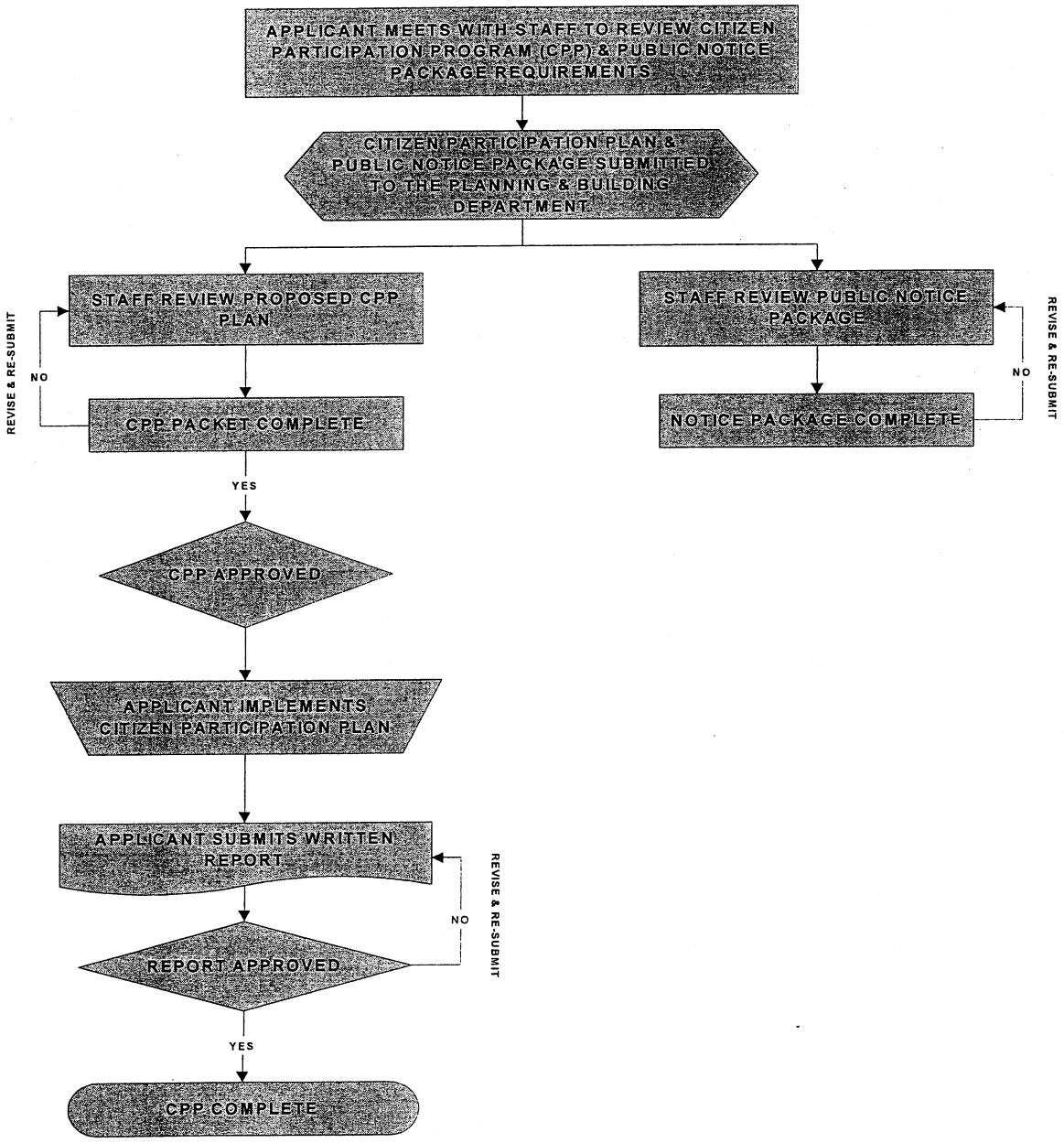
Submitting a Final Report 20

Public Notice Package 22

Introduction

The Citizen Participation Ordinance, adopted on February 14, 2001 by the City Council requires project applicants to create and implement a citizen participation plan early in the application process. The plan must be implemented prior to the first public hearing or notice of public review and comment period on an administrative application.

The purpose of the **Citizen Participation Program** is to ensure that both project applicants and citizens have adequate opportunities early in the planning process to discuss, understand, and try to resolve neighborhood issues related to any potential impacts of a proposed project on the surrounding neighborhood. It does not guarantee success, but is instead a tool to help guide the process in a meaningful way. Below is a chart that explains the steps to complete the Citizen Participation Plan (CPP) and Public Notice Package.



Applicability

Municipal Code Chapter 23.06 requires that:

Every application for development or construction that requires a discretionary permit or administrative review shall include a citizen participation plan that must be implemented prior to the first public hearing or notice of public review and comment period on an administrative application. Every City-sponsored capital improvement project shall also include a citizen participation plan that must be implemented before final approval or award of a construction bid.

Exemptions

When in compliance with all other City ordinances and regulations, the following projects are exempted:

1. Construction of one single-family detached dwelling, not within the Coastal Appeal Zone, provided that no discretionary permit or administrative review is required other than a Coastal Development Permit.

2. Signs.

3. Sign Programs.

4. Certificates of Compliance.

5. Extension Requests.

6. Lot Line Adjustments.

7. Ministerial Applications.

In any case, consult the Planning & Building Department staff about whether your project requires a citizen participation plan.

The Citizen Participation Program

Encinitas has always been an active community with a strong sense of civic responsibility, citizen participation, and neighborhood spirit. The Encinitas City Council is committed to ensuring that this community-based energy and interest is captured and used productively in municipal decision-making, particularly as it relates to land use and development issues. The City's Citizen Participation Program is designed to focus attention on the importance of citizen participation early in the planning process and its relationship to completing a successful project/development in Encinitas.

The Citizen Participation Program is designed to:

- Encourage early participation in the public review process.
- Open a dialogue between the applicant and neighborhoods.
- Improve communication between the development community, citizens, and Encinitas city government.

Three Easy Parts To Success

The citizen participation process consists of three parts:

1. **Prepare a Citizen Participation Plan** – This will be a written plan that will describe how you intend to notify interested parties of your proposed project and how those people will have an opportunity to comment on your project. Depending on the scope of your project, the techniques used to communicate with the public may vary. Such techniques may include written, oral, or face-to-face communications. The plan will be reviewed and approved by the Planning & Building Department staff who can assist with identifying issues that are likely to arise when you communicate with residents and property owners. (See "Submitting A Written Plan" for more info.)

2. **Implement the Plan** – This is where you actually communicate with the public and do what the plan outlines. This handout has information on successful ways to approach the task of citizen participation. (See "Guide For An Effective Presentation" for more info.)

3. **Report What Happened** – Upon completion of the participation process, the written report must be submitted to the Planning & Building Department within seven (7) calendar days. This report will be reviewed and approved by staff and will be given to the decision-making bodies (Project Planner, Planning Commission, or City Council) for their consideration during the formal review process. It is a summary of what was done, the issues and concerns raised during the process, and what you have done or will do to address those issues. (See "Submitting A Final Report" for more info.)

Part One:
Preparing A Citizen Participation Plan

The first step is to prepare a written plan that will be submitted to the Planning & Building Department. City staff will review the draft plan, make comments, review the revisions, and approve the plan. Staff can be used as a resource in preparing the plan.

A. Before you write your plan, you need to consider the following:

1. Who might be impacted by your project?

Who are the residents, property owners, businesses, and others who might be interested in your project? Who will be directly affected? Who has expressed an interest or is likely to express an interest in the project, whether or not they may be affected by it? Differentiate between groups based on impact. For instance, most residents of a neighborhood have different concerns depending on what part of the neighborhood they're in. A resident living immediately next to your proposed project's site may have very different concerns – and more strongly held concerns because they are more directly affected – than the rest of their neighborhood. A resident living on a busy collector street in the neighborhood may have much more concern about the traffic impacts of your project than someone living on a cul-de-sac. Treating the entire neighborhood as if they have uniform concerns may cause you to miss or gloss over important issues.

2. What are the concerns, problems, and issues related to your project, as seen through the eyes of these people?

Put yourself in the place of these people. How will they see your project? Will they see the project as an enhancement to the neighborhood, or will they be concerned that your project will be incompatible with the neighborhood and create traffic or other problems that may affect them? Will they be concerned about the hours you plan to be open? How will they perceive the quality of housing you intend to build? Try to predict what you will hear during the participation process so you can be better prepared to respond.

3. How will you notify interested parties and how will they be able to comment on your project?

There are a number of citizen participation and notification techniques that can be used in implementing your plan. Neighborhood meetings and letters are the most common, but there may be other methods of communication and interaction you want to use. What will connect you with the people who need to know about your project? How can you best inform them of what you want to do?

Part Two: Implementing Your Plan

Now that you have a plan of what you want to accomplish and how you want to accomplish it, you need to go out and connect with your neighbors and find out what they think. While the specifics of what you do are important, far more important is how you do it. The attitude you have toward this participation process and the comments you receive, and your responses to those comments, will determine your success far more than any specific technique you use.

1. Getting the word out.

This may involve many different techniques, but they all fall into two basic categories; written communications and face-to-face discussion. Written information is always a part of the participation process. Whether it's a meeting notice or general information about your project, it's critical that you give people background about your project, including a description of the project, what process you're going through and what decisions related to the project have already occurred. Don't assume that people know the critical zoning standards that apply to your project. You need to tell them. No meeting should be held without some written background information having gone out beforehand.

It is important that all notices get to people early enough so they can make plans to attend your meeting and have time to provide you with written comments. Notices should reach the public 10-14 days before the meeting or cut-off for written comments. If notices are sent after the 10-14 days, that may not give people adequate time. If notices are sent well before the 10-14 days, people may tend to forget.

If a meeting is utilized, look for events or activities that might conflict. Is it a holiday or the day before a holiday when a lot of people are out of town? Is there a big local or neighborhood function that day?

2. Listening to Issues, Concerns, and Problems.

The process of listening to the questions, concerns, and problems that you hear from the public is critical to successful citizen participation and a successful project. Your role in any contact with the neighborhood is not to "sell" your project to the neighbors; such an approach may alienate the neighbors and delay issue identification, defeating the purpose of the CPP process. Rather, the purpose is to identify questions and concerns the public has about your project so you can address them. Be sure to take notes of all contact whether it was by phone, at neighborhood meeting, etc. The material you note will be incorporated into your report.

The way in which you choose to illicit participation from the public can be critical to your success. You must convey to the public that while you may not be able to do everything everyone wants, you are listening and the process you are using is fair and open. If someone is going to go to all the time, expense, and trouble to attend meetings, rearrange their schedules, and all the other inconveniences associated with public participation, they need to believe that there will be a return to them in having a quality development that doesn't harm their way of life. If people see your decision-making process as fair, they will be much more willing to accept your proposal than if they think that a project is being forced on them. Make sure whoever you have on your team dealing with the public understands the importance of listening and being non-confrontational. This will help set the tone for the entire meeting.

3. Resolving Issues, Concerns, and Problems.

What are you going to do about what you hear from the public? The problem solving process may involve additional meetings, contacts with individuals, and time to gather additional information. You may need to revise your plans and bring them back to the public for further review. Don't feel you have to solve everyone's concerns at one meeting. If they are confident you're working with them to find solutions, people will be glad to put in the time and effort to work towards those solutions.

Try to deal with people as directly as possible. Face-to-face communication and the telephone is much better than communicating through letters. Use letters as a follow-up and to formalize an agreement already reached.

You want to work toward a solution to which all the affected public can agree. Sometimes, however, this may not be possible. If you reach an impasse, recognize it, be clear about it, and move on to other issues. Resolving other concerns can make the initial disagreements go away or may make people more amenable to compromise. If you feel you have an interest group making unreasonable demands on you, be clear about why you think they are unreasonable and attempt to engage them in a meaningful dialogue.

Once again, if you can't solve every problem to everyone's satisfaction, you must at least show you have considered and addressed all the issues and dealt with them fairly and honestly.

Part Three: Reporting On What Happened

When you have completed your participation process*, you need to compile a written report that will document what has taken place and tell what you've done to address concerns that arose. The written report must be submitted to the Planning & Building Department within seven (7) calendar days. City staff will review your draft report to ensure it is comprehensive and accurately reflects the process.

The written report you submit to the Planning & Building Department must include the following information:

1. What techniques did you use to notify and involve the public regarding your application?

Make a chronological list of all the meetings, mailings, telephone conferences, open houses, newsletters, etc. that you employed in your participation process. Include the number of people contacted and the number that attended meetings. Include copies of written notice(s), materials, letters, and sign-in sheet.

2. What concerns, issues, and problems did you hear during the process?

Write a summary of what you heard at each meeting or during other contact with the public as you carried out your plan. Be as comprehensive as you can. Just because an issue was dealt with early on doesn't mean it won't be important during the public hearing process.

3. How have you addressed the concerns, issues, and problems raised?

This is a critical part of the report for you, because this is where you can best describe how your project responds to concerns raised, issue by issue. Address each of the concerns you listed in number 2 above, however minor or easily resolved. Write a description of what you've done about each concern. If it's an issue you feel was not legitimate, don't ignore it; this is your opportunity to explain why it's unreasonable. Be as factual and straightforward as you can. Include details, references to plans you've submitted, etc.

4. If there are concerns, issues, and problems you aren't able to address, explain why.

There may be items raised in meetings or during other contact with the public that you won't be able to resolve to everyone's satisfaction. You may not be able to do them and keep your project viable. They may be issues that are the responsibility of the city or another property owner to resolve. You may just feel that there is an honest difference of opinion as to whether the concern raised would benefit the project or detract from it. List these issues and the reason(s) you won't be able to resolve them.

***If you modify your project as a result of the participation process, you must update the application on file with the city accordingly. An updated application and revised plans must be submitted in order to complete project review. City staff may also request that you inform the neighbors of the changes.**

A Final Word...

The **Citizen Participation Program** is a positive step forward in encouraging early and effective citizen participation. We hope that this handout, along with our assistance, will prove to be useful in creating your **Citizen Participation Plan**.

The City of Encinitas staff is available to help you through the process. Please feel free to contact the Planning & Building Department (760) 633-2710, should you have any questions or need additional assistance. In addition, please let us know if you have any comments or suggestions regarding our process. We look forward to working with you!

The Citizen Participation Plan Checklist

Use this checklist as a guide for what the requirements are for submitting your Citizen Participation Plan. The sample column tells you which page you can find more information or a sample of the item.

NEED/ INCLUDE	SAMPLE
PROJECT DESCRIPTION	
▪ State the type of application you are applying for	13
▪ Address of location	13
▪ Current zone of location	13
▪ What site consists of currently	13
▪ What is proposed	13
▪ Size, color, style, of materials that will be used if applicable	13
▪ What the applicant is requesting from the City (i.e. variance for setback encroachment, authority to exceed height, etc.)	13
▪ What the site is surrounded by	13
▪ Who owns the property	13
▪ Case number	13
INTERESTED/ AFFECTED PARTIES	
▪ Identify who the interested/ affected parties are (residents, property owners, businesses, people affected directly/ indirectly)	13
NOTIFYING METHODS	
▪ Identify how you will notify the above interested parties (Sending letter, holding neighborhood meeting(s), sending newsletter(s), etc.)	13
▪ Identify how they will have an opportunity to comment	13
SCHEDULE	
▪ Identify a CPP schedule (include CPP submittal date, neighborhood meeting date/ newsletter sent on date, final written report date – due 7-10 days after meeting/newsletter sent)	13
REFERENCE SET OF PLANS	
▪ 8 ½" x 11" or 11" x 17"	14
▪ Plans should be of elevation, site plans, floor plans, etc.	14
NEIGHBORHOOD LETTER	
▪ Letter must be approved BEFORE being sent to the public	16
▪ Include the project description above	16
▪ Include a vicinity map – must include scale and north arrow (AKA location map)	25
▪ Neighbors must receive 10-14 days notice before the meeting is to occur	7, 16
▪ Include contact name, phone number, mailing address	16
▪ Include date, time, place of meeting (Weekend after 10:00am, weekdays after 6:00pm)	15
▪ Include Case number	16
▪ Include the disclaimer, verbatim, at the bottom of your letter	16
▪ In closing, invite citizens to participate and give feedback	16
PUBLIC NOTICE PACKET	
▪ 11" x 17" assessor's parcel map	22
▪ Draw a 300' radius around the subject parcel	24
▪ Subject parcel must be adequately highlighted	24
▪ Identify each parcel that falls within the 300' radius	24
▪ Mailing list of all property owners within the 300' radius on 8 ½" x 11" paper (must include APN, owner name, mailing address)	24
▪ If within the Coastal Zone, include name and address for all occupants/ residents within 100' radius from subject property	22

NEED/ INCLUDE	SAMPLE
▪ Draw 100' radius on assessors parcel map page	24
▪ Include name and address of the subject parcel owner/ representative	24
▪ Include name and address of surrounding city or county if property under their jurisdiction is within 2400' radius of subject property (5 mile limit)	22
▪ Include anyone else known by the applicant to have an interest in the proposed development	28
▪ Include Coastal Commission 7575 Metropolitan Drive, Suite 103 SD, CA 92108-4402	22
▪ Include all residents/ occupants of subject property and all tenants of commercial properties.	22
▪ If there is a common area within the 300' radius, talk to staff	23
▪ If there are less than 20 property owners within 300' radius, radius must be expanded to include 20 owners	23
▪ If 60+ days have passed since approval of the CPP written report and no application has been filed, applicant will have to mail out a "Notice of Filing an Application" to mailing list. Also must submit a signed affidavit saying notices have been mailed before the application will be processed.	23
▪ Submit (1) set of pre-addressed, stamped envelopes for each person on mailing list	23
▪ If EIR, (2) sets of pre-addressed, stamped envelopes for each person on mailing list	23
▪ Envelopes must NOT have a return address, a business letterhead, postage meter dated stamps, or be self-sealing	23
▪ Submit (1) set of gummed labels on 8 ½" x 11" sized paper	23
▪ Upon turning in your public notice package, you must sign and turn in the Public Notice Package Certification form	27
▪ You must post the property with notice material and sign the "Certificate of Posting" and return the City within 24 hours of posting	26
▪ Once plan is APPROVED and you receive the "ok", you may have your neighborhood meeting	
▪ You will need a sign-in sheet and comment sheet	19
FINAL REPORT	
▪ Once meeting is over, you must submit a written final report within 7-10 days of the completion of the meeting	5, 20
▪ Include in the report: a chronological list of all contact with the public including meetings, phone calls, emails, etc., the number of people contacted, number of people who attended the meeting	20
▪ Include any concerns and issues raised	20
▪ In response to the concerns and issues raised, explain what you have done or will do to address those issues	20
▪ Also describe any issues or concerns you cannot resolve and why	21
▪ Include the case number, address, and date of meeting	20
▪ You must mail a copy of the final report to all who participated in the process	20
▪ On-site (subject property) meetings are recommended	21
▪ If you modify your project as a result of the CPP process, you MUST update the application on file with the City and notify the neighbors of the changes.	9

Submitting A Written Plan

The written plan you submit to the Planning & Building Department must include the following information:

1. **<u>Project Description</u>: Provide enough detail so the reader will understand the scope and nature of the request. Be as specific as possible (i.e. size, style, colors, materials, etc). Include the case number and the type of permit applying for. For example:**

> Citizen Participation Plan
> Case # 02-500 DR/V/CDP
> The Miller Residences
>
> This Project is for a Design Review, Variance request, and Coastal Development Permit for three single-family residences located at 2842 Edinburg Avenue in Cardiff-by-the-Sea. The project site is in the R-11 zone. The site consists of 3 – 2500 s.f. lots fronting on Edinburg with a partially paved alley to the rear. Proposed vehicular access to the site will be from the alley. The site slopes approximately 5% from east to west and contains 2 single-story residential structures. Vegetation consists of a few trees, various shrubs, and turf ground cover. The proposed structures are two stories over a basement with 1,300 s.f. of above grade living space, 990 s.f. of basement living space, and a 473 s.f. garage. The homes are designed in the Craftsman style incorporating wood siding, wood trim, stucco, exposed beams, rafter tails, and stone bases. The roof will be composition asphalt shingles. The project will be requesting variances for sideyard setbacks from the 0'/5' setbacks of a typical twin home to 3'-1" and 4'-3" in order to separate the structures so that they are detached single-family homes.
>
> The site is surrounded by duplex and single-family homes on the east and west, a single-family residence to the north and a vacant lot on the south. The vacant lot is owned by the City of Encinitas and is used for their operations. South of the vacant lot is a single-family home.

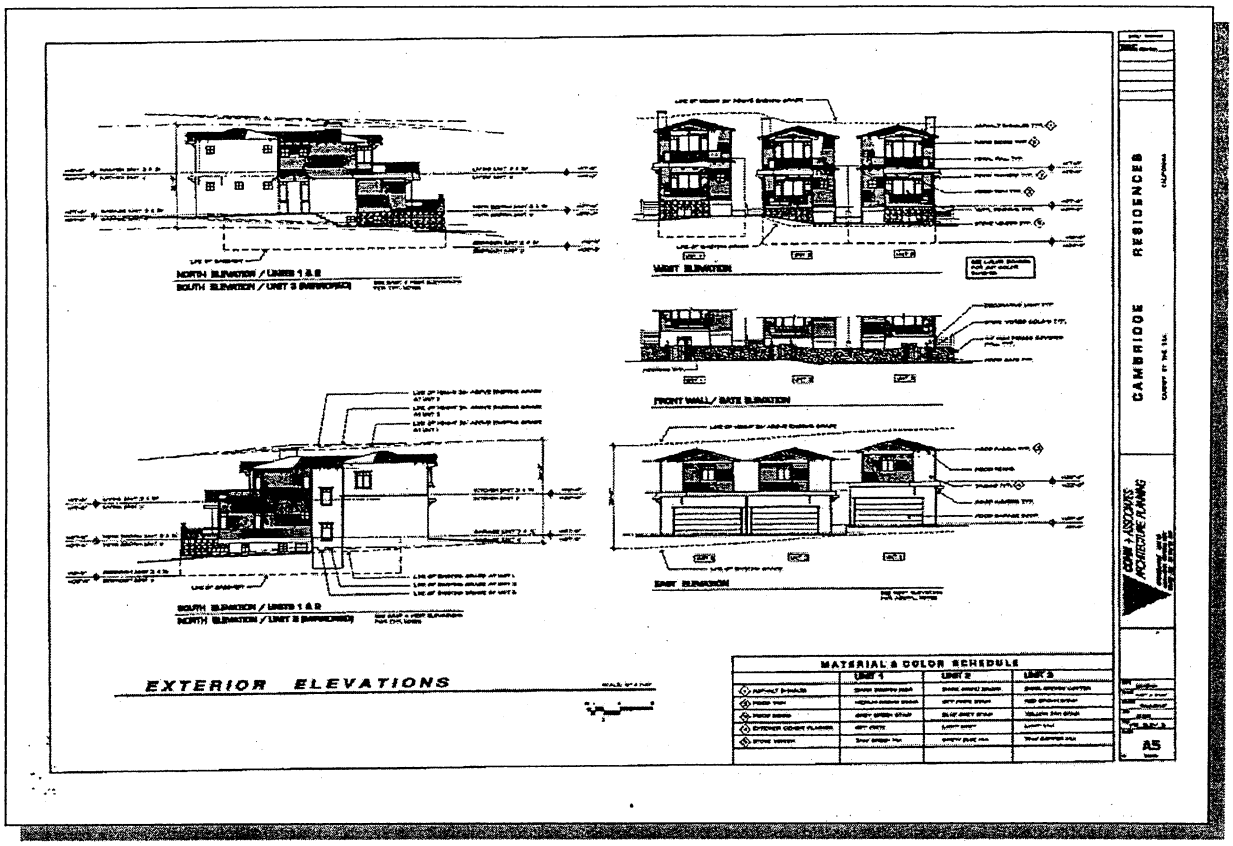
2. **Also on the Project Description sheet, please provide a description of the interested and affected parties as well as the method of notification to be used. If you plan on holding a neighborhood meeting, it may look something like this:**

> All property owners within a 300 feet radius as well as all occupants within a 100 feet radius from the project site will be sent a copy of the neighborhood letter and the vicinity map in the mail. Any other groups that the City feels should be notified will also receive the letter. This Citizen Participation Plan would give the community the opportunity to provide comments, input, and ask questions about the proposed project. Input from the community will be obtained at a neighborhood meeting to be held at the project site.

3. **Lastly, please include a schedule for completing the citizen participation plan. The schedule may be as follows:**

a. Submit citizen participation plan to planning staff for approval	8/28/02
b. Hold site meeting	9/14/02
c. Written report of all contact during CPP process to planning staff	9/21/02

4. **Reference set of plans (8½ x11 or 11x17). For example:**



Drafting A Neighborhood Letter

1. **Purpose**
   Is the purpose of your letter to invite residents to a meeting or gain feedback through a newsletter? To provide an explanation of your project? To state what you would like to see from the neighborhood?

2. **Background**
   Why are you writing to this neighborhood? What are the existing land use designations? What's happened up to this point regarding your project? Identify the project location, type of permit you are applying for, and case number.

3. **Your intentions**
   Describe what you hope to do with your project. Describe some of the aspects of your project you think will mitigate neighborhood concerns, such as landscaping, sound barriers, improved street circulation, etc.

4. **Encourage the letter recipient to participate**
   Conclude your letter with a positive statement about hearing from the neighborhood, meeting with them, how you value their input, etc.

5. **Include your name, mailing address, and telephone number.**

6. **If you are conducting a neighborhood meeting, take into consideration the time of your meeting.**
   To allow for travel time, a meeting held during the week must be scheduled to start at 6:00pm or later. On a weekend day, meetings should be started at 10:00am or later. Also take into consideration any holidays or other events that may not allow for the best turn out for your meeting.

After approval of the CPP packet, the applicant is responsible for mailing the notice of neighborhood meeting and/or newsletter. Through a neighborhood letter, notify your neighbors and interested parties about your pending application and include the details of your project*. Include your return address on the envelopes along with a copy of your vicinity map. Mail out the notices 10-14 days prior to the meeting date or cut-off date for written comments. For example:

August 30, 2002
Jim & Roxanne Miller
Would like to invite you to attend a:

NEIGHBORHOOD MEETING

Case # 02-500 DR/V/CDP
The Miller Residences

This Project is for a Design Review, Variance request, and Coastal Development Permit for three single-family residences located at 2342 Edinburg Avenue in Cardiff-by-the-Sea. The project site is in the R-11 zone. The site consists of 3 – 2500 s.f. lots fronting on Edinburg with a partially paved alley to the rear. Proposed vehicular access to the site will be from the alley. The site slopes approximately 5% from east to west and contains 2 single-story residential structures. Vegetation consists of a few trees, various shrubs, and turf ground cover. The proposed structures are two stories over a basement with 1,300 s.f. of above grade living space, 990 s.f. of basement living space, and a 473 s.f. garage. The homes are designed in the Craftsman style incorporating wood siding, wood trim, stucco, exposed beams, rafter tails, and stone bases. The roof will be composition asphalt shingles. The project will be requesting variances for sideyard setbacks from the 0'/5' setbacks of a typical twin home to 3'-1" and 4'-3" in order to separate the structures so that they are detached single-family homes.

The site is surrounded by duplex and single-family homes on the east and west, a single-family residence to the north and a vacant lot on the south. The vacant lot is owned by the City of Encinitas and is used for their operations. South of the vacant lot is a single-family home.

We have submitted an application for Design Review, Variance request, and Coastal Development Permit to the City of Encinitas. Plans are available for review upon request. Please contact Brad Wilson, Architect at (760) 555-1234.

We are looking forward to meeting you and discussing any concerns or questions you may have regarding this proposed project. If you can't attend the meeting, or if you have any questions before then, please feel free to contact our architect or us at (760) 555-5678.

Please join us on:

SATURDAY, SEPTEMBER 14, 2002
10:00AM – 11:00AM
AT
2342 EDINBURG AVENUE
CARDIFF-BY-THE-SEA, CA 92007

*This notice is being sent to you in fulfillment of the City of Encinitas Citizen Participation Program requirements (E.M.C. 23.06). This outreach effort to our neighbors is necessary because an application for development has been or will be filed with the City of Encinitas, Planning & Building Department. The sole purpose of this process is to be a preliminary tool for opening a dialogue and to ensure that the project applicants and the citizens both have an opportunity in the planning process to discuss, understand, and try to resolve neighborhood issues related to potential impacts of a proposed project on the surrounding neighborhood. It is not meant to necessarily change or prevent a project as proposed. Please continue to monitor any notices you receive as changes may be made to the project before the final decision is made. Questions about this notice and the proposed development should be directed to the contact information above. Questions regarding the Citizen Participation Program should be directed to the Planning & Building Department at (760) 633-2710.

Guide For An Effective Presentation

1. **Develop Objectives**
   Why are you doing this presentation? What results do you want?

2. **Consider the Audience**
   Who will be in attendance? Why do you think that they are coming? What are their interests, concerns?

3. **Introduction**
   Capture the audience's attention and give them time to tune in on you and other speakers. Set the tone for what is to come. This part of the presentation can establish credibility.

4. **State Your Main Ideas and Supporting Ideas**
   Go from the general ideas to the more specific ideas.

5. **Gather Facts**
   Make sure you put together evidence to support your main ideas. Anecdotes, statistics, and quotes can be useful.

6. **Develop Visuals, Handouts, Notes**
   These materials should complement your presentation and not serve as a distraction. Handouts should be made available following a presentation unless you want the audience to look at them while you are explaining the information.

Audio-Visual Aids

The use of audio-visual aids in a presentation can be very effective — if the presenter is comfortable with the equipment and/or the types of visual aids he or she is using. Research has shown that only seven percent of an audience's interpretation of our messages comes from words, 38 percent comes from voice and vocal inflections, and 55 percent comes from what we see.

Audio-visual aids should be used to support and to enhance the spoken message and should not be the entire presentation.

Examples of aids which can be used to make a point or illustrate an idea:

- Models (concrete objects)
- Graphics (maps, photographs, drawings)
- Charts, tables, graphs
- Display boards/flip charts
- Optical devices such as overheads, computer projection, slide projectors, video recorders

Keep it simple:

- Only put your main points on audiovisuals
- One topic or no more than five lines per visual
- Be consistent with the type of format you are using (i.e. vertical/horizontal; chart design, etc.)

Consider your audience and the room in which the presentation will be made. This will help determine the types of aids which will be most effective, their size, etc.

Keeping Track Of Comments and Questions

How will you give the interested and affected people an opportunity to discuss your proposal with you and let you know of any concerns, issues or problems they may have? Be sure to take notes, provide a comments/concerns sheet, and/or sign-in sheet at the meeting. For example:

COMMENTS/CONCERNS

PROJECT: 2342 Edinburg Avenue

CASE #: 02-500 DR/V/CDP

1. Do the documents and presentation clearly identify the scope of the project? Y/N_____
   If no, please describe areas requiring clarification.
   _____
   _____

2. Do you have any other issues or concerns requiring further review. Y/N_____ if yes, please explain.
   _____
   _____

NAME (please print): _____

ADDRESS: _____

SIGN-IN-SHEET

PROJECT: 2342 Edinburg Avenue

CASE #: 02-500 DR/V/CDP

NAME	ADDRESS	SIGNATURE	I RECEIVED LETTER IN MAIL	ADD ME TO MAILING LIST
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐

Submitting A Final Report

Wait 7-10 days after the neighborhood meeting to allow for any additional comments. After completion of the participation process, compile all data (i.e. telephone, email, letters, etc.) and submit a written report to the Planning & Building Department for approval. When the CPP is deemed complete, the applicant will be responsible for mailing a copy of final report to all who participated in the process. For example:

Miller Residences
Case # 02-500 DR/V/CDP
2342 Edinburg Avenue, Cardiff
Report of Citizens Meeting on September 14, 2002

A Citizen's Participation Meeting was held on Saturday, September 14, 2002 at 10:00 AM at the above project site. A brief presentation of the proposed residences was made by the architect, including an outline of the Citizens Participation Program. After these initial remarks, there were several questions regarding details of the proposed residences. These question, comments, and responses are as follows:

1. **What techniques did you use to notify and involve the public regarding your application?**

A letter and vicinity map notifying all property owners within 300 feet and all occupants within 100 feet of the project site was mailed on September 2, 2002. The Cardiff Town Council and the Cardiff Chamber of Commerce were also noticed via a letter per the request of the Planning & Building Department.

2. **What concerns, issues, and problems did you hear during the process?**

   a. Are you requesting any height or setback variances on any of the three proposed residences?

   b. My residence is located directly North of one of the proposed single-family residences. As your plans show, the proposed window on the North side of the living room located on the second floor looks almost directly into my master bedroom. Is there any way you can relocate this window?

   c. How much grading will there be on the sites?

   d. My residence is located directly South of one of the proposed single-family residences. Currently, an old, partially falling down wood fence separates my property and the proposed residence. Will the applicant be willing to work with me in designing and splitting the cost of a new fence?

   e. Both my wife and I are very concerned about the noise and inconveniences associated with new construction. What are the hours of construction? Are you planning to work on weekends?

3. **How have you addressed the concerns, issues, and problems raised?**

   a. The applicant is not requesting any variances for the proposed residences. All three residences meet the City's Municipal Code height requirements of 26 feet for this particular project location, and conform to all required setbacks.

   b. We were not aware that the window in question viewed into the master bedroom of the house to the North. The applicant along with the architect will meet with the neighbor in question and work towards a solution that both parties agree to.

   c. The grading for this project will include subterranean cuts for the basements. The total miscellaneous cut and fill for this particular project is 46 cubic yards. For this location, below 50 cubic yards does not require a grading plan per the City's Engineering Department.

   d. The applicant was planning on providing some form of screening (i.e. landscape, block wall, etc) between the two residences. The applicant along with the architect will meet with the neighbor in question and work towards a solution that both parties agree to.

   e. Hours of operation will begin no earlier than 8:00am and end no later than 6:00pm Monday through Friday. There will be no construction on Saturday or Sunday. Per City code, construction can begin no earlier than 7:00am and end no later than 7:00pm Monday through Saturday. The applicant will ensure that trucks will not be parked "idle" along streets waiting to deliver or pick up before 8:00am and after 6:00pm.

4. **If there are concerns, issues, and problems you aren't able to address, explain why?**

   We believe we were able to address all the concerns, issues, and problems that arose about the project and its design.

The meeting lasted just over an hour. The attendees were informed that a report of the meeting would be prepared by the architect and submitted to the Planning & Building Department. The report would include the questions and comments received and responses. Copies of the report would also be mailed to the attendees once approved by Planning & Building Department. The architect received no additional comments within the two weeks leading up to the meeting.

C. For most projects, an on-site meeting is recommended. This allows the parties to walk the site and visualize what, where, and how the project is being proposed. If an on-site meeting is not possible, the City of Encinitas Civic Center has a number of meeting rooms that can be reserved ahead of time. Please call the Citizen Participation Coordinator at (760) 633-2710, Encinitas Civic Center – 505 South Vulcan Avenue, Encinitas, CA 92024 for availability.

CITY OF ENCINITAS
PLANNING & BUILDING DEPARTMENT
CITIZEN PARTICIPATION PROGRAM
PUBLIC NOTICE PACKAGE INFORMATION
AND INSTRUCTIONS

These instructions apply only to those applications that are subject to the Citizen Participation Program (CPP). For applications not subject to CPP, refer to the instructions contained in the "Public Notice Package" (**Form P**).

Applicants are responsible for providing up-to-date, accurate, and complete public notification materials to the City. Any errors and/or omissions in the packet of noticing information may invalidate the public hearing or notice of public review and comment period and result in additional cost and delays to the applicant.

Applications that require a Citizen Participation Plan (CPP) must include Public Notice Package information to be turned in with CPP packet. Please follow the instructions below and submit to the Planning & Building Department.

1. On 11 x 17 inch assessor maps, draw a 300 foot radius from the subject property boundaries. The subject property must be sufficiently highlighted and the radius drawn to scale. Identify each parcel within the 300' radius. Figure 1 (attached) is an example of such a map.

2. Compile mailing list on 8.5 x 11 inch paper. Figure 2 (attached) is an example of such a list. The mailing list will consist of the following:

   a) current typed list of property owners of the parcels identified in Step 1 above. The list should include the Assessor Parcel Number (APN) and the owner name and mailing address for each parcel. Contact the County Assessor's Office for the most current listing for each parcel number;

   b) the name and address of the subject property owner and/or applicant's representative;

   c) the name and mailing address of any surrounding city and/or the County of San Diego, if property under their jurisdiction is within a 2400-foot radius of the subject property. There is a five-mile limitation on the distance for noticing large, regionally significant projects;

   d) for all applications within the coastal zone, the name and mailing address (typed) for all residents and occupants within 100 feet from the property lines of the subject site, any and all other parties known by the applicant to have an interest in the proposed development, and the Coastal Commission's San Diego Office, 7575 Metropolitan Drive, Suite 103, San Diego, CA 92108-4402. Be sure to include all residents/occupants of subject property and all tenants of commercial properties;

e) if there is common area within the 300-foot radius, please discuss your noticing requirements with staff as notices may need to be sent to everyone with ownership interest within that common area. If there are not at least twenty (20) individual property owners within the 300-foot radius, the radius must be expanded to include at least twenty (20) individual property owners. The 300-foot radius will be used in most cases.

f) If sixty (60) calendars days or greater have passed since the approval of the citizen participation plan written report and the applicant hasn't formally filed an application, the applicant will be responsible for mailing out a "Notice Of Filing An Application" to all parties identified on the mailing list. The applicant must submit a signed affidavit stating that the notices have been mailed before application will be processed.

3. Provide complete set(s) of pre-addressed, postage-stamped (not metered) standard letter envelopes (4 1/8 x 9 ½) for each mailing list entry developed in Step 2. The number of sets required depends on the type of application you are filing:

Application Type	Review Authority	Required sets of envelopes
Administrative & Discretionary	Planning & Building Department/ Planning Commission	1 set (2 sets when application includes Environmental Initial Study)
Others: (Annexation, GPA, Zoning Change, Specific Plan)	City Council	2 sets (3 sets when application includes Environmental Initial Study)

AFTER APPROVAL OF THE CPP PACKET, THE APPLICANT IS RESPONSIBLE FOR MAILING THE NOTICE OF NEIGHBORHOOD MEETING. INCLUDE YOUR RETURN ADDRESS ON THE ENVELOPES ALONG WITH A COPY OF YOUR VICINITY MAP. MAIL OUT THE NOTICES 10-14 DAYS PRIOR TO THE MEETING DATE.

FOR THE PUBLIC HEARING NOTICES MAILED OUT BY THE CITY, NO ENVELOPES WITH RETURN ADDRESSES, BUSINESS LETTERHEADS, POSTAGE METER STAMPS, OR THAT ARE SELF-SEALING WILL BE ACCEPTED. DUE TO THE U.S. POSTAL SERVICE'S AUTOMATED SORTING EQUIPMENT, THE APN MUST APPEAR AT THE TOP OF THE ADDRESS LABEL AS SHOWN IN FIGURE 2.

4. Provide one (1) set of gummed labels on 8 1/2" x 11" sheets containing the names and mailing addresses of all those listed in Step 2. Each label should include the APN for parcels within the minimum radius.

5. Complete Vicinity Map form indicating scale and North arrow (attached).

6. Once formal application has been submitted, post the property with the notice material supplied by the City. The posted notice must be visible from the street side of the property and placed so that interested parties are able to read the notice. After you have posted the supplied notice, return the "Certification of Posting" (attached) to the Planning & Building Department within 24 hours of posting.

7. Sign the attached PUBLIC NOTICE PACKAGE CERTIFICATION form.

FIGURE 1

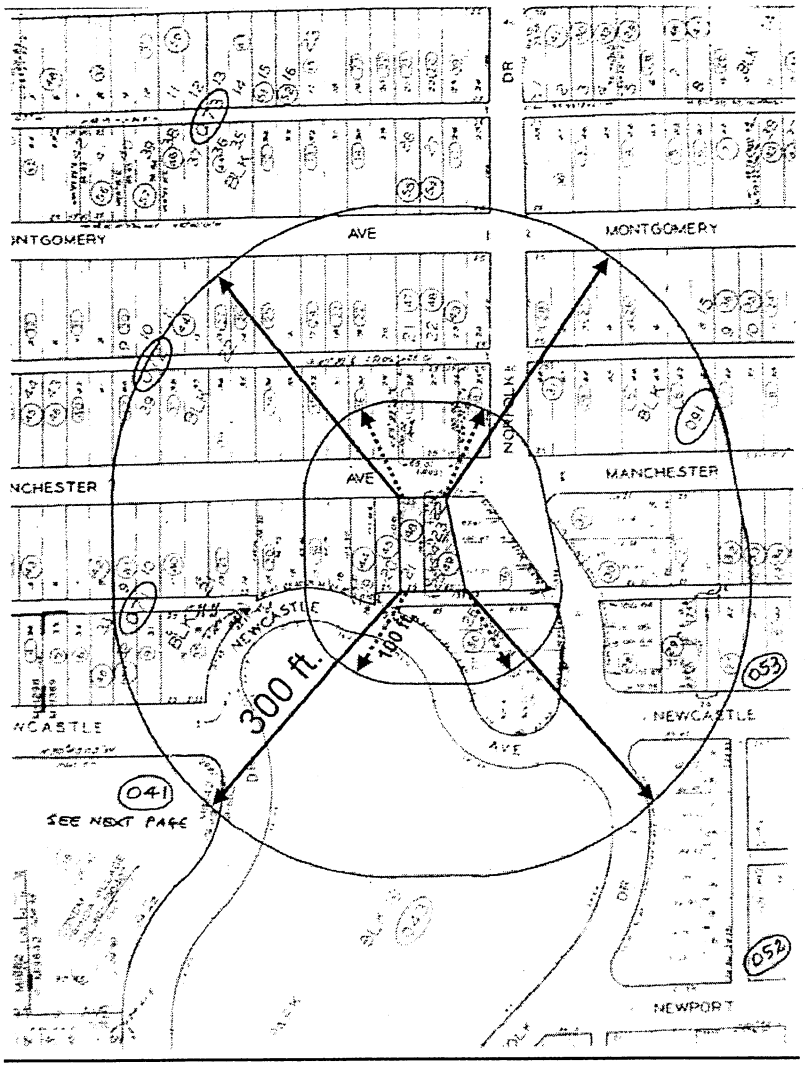


FIGURE 2

261-053-23
Chris & Roxanne Smith
2336 Manchester Ave.
Cardiff, CA 92007

261-053-27
Kerry & Jennifer Brown
2339 Newcastle
Cardiff, CA 92007

261-053-28
Clemens Family Trust
2329 Newcastle Ave.
Cardiff, CA 92007

261-053-29
Bill & Cindy Tanner
2319 Newcastle Ave.
Cardiff, CA 92007

261-071-09
John & Kelly Simm
2241 Newcastle
Cardiff, CA 92007

261-071-20
Lisa & Sam Johnson
2248 Manchester Ave.
Cardiff, CA 92007

261-071-44
Holder Family Trust
184 Via de la Valle
Solana Beach, CA 92075

261-072-18
Resident
2281 Manchester Ave.
Cardiff, CA 92007

261-072-47
Miller Family Trust
2266 Montgomery Ave.
Encinitas, CA 92024

261-071-44
Occupant
2268 Manchester Ave.
Cardiff, CA 92007

261-091-27
Will & Mary Owens
2307 Montgomery Ave.
Cardiff, CA 92007

Cardiff Town Council
P.O. Box 114
Cardiff, CA 92007

VICINITY MAP

NORTH

SCALE - 1"= _____

CERTIFICATION OF POSTING

I certify that the "Notice of Permit Application" has been posted at a conspicuous location on the site on _____.
(date)

SIGNATURE: _____

PRINT NAME: _____

CASE NUMBER: _____

LOCATION: _____

_____

RETURN TO: _____
(Planner)

CITY OF ENCINITAS
PLANNING & BUILDING DEPARTMENT
Planning Division
505 South Vulcan Avenue
Encinitas, CA 92024
(760) 633-2710

PUBLIC NOTICE PACKAGE CERTIFICATION

I certify that:

The "Public Notice Package" submitted herewith the **City of Encinitas Citizen Participation Program and Public Notice Package (Form CP)** or the **City of Encinitas Planning & Building Department Public Notice Package Information and Instructions (Form P)**, whichever is applicable to my project, is accurate and complete according to the instructions contained therein.

I understand that I am responsible for the accuracy and completeness of these notification materials and acknowledge that any errors and/or omissions may invalidate any Citizen Participation Program activities, notice of public review, or public hearing conducted in reliance of these materials. Any such noticing defect may result in re-noticing and/or re-hearing causing additional cost or delay to my project.

Signature: _____
(Applicant/ Authorized Agent)

Print Name: _____

Case Number: _____

Location: _____

_____

Return to:

CITY OF ENCINITAS
PLANNING AND BUILDING DEPARTMENT
CPP COORDINATOR
505 SOUTH VULCAN AVENUE
ENCINITAS, CA 92024
(760) 633-2710

Community Groups and Associations

The City of Encinitas recommends contacting community groups and associations, informing them of your project, and inviting them to participate. Below is a listing of some of the groups you may want to include in your Citizen Participation Plan.

Encinitas North Coast
Chamber of Commerce
138 Encinitas Blvd
Encinitas, CA 92024

Downtown Encinitas
MainStreet Association (DEMA)
818 S. Coast Highway 101
Encinitas, CA 92024

Leucadia 101 Main Street Association
1038 N. Coast Highway 101
Encinitas, CA 92024

Leucadia Town Council
P.O. Box 232193
Leucadia, CA 92023

Leucadia Merchants Association
1234 N. Coast Highway 101
Leucadia, CA 92024

San Elijo Lagoon Conservancy
P.O. Box 230634
Encinitas, CA 92023

Department of Parks & Recreation
County of San Diego
5201 Ruffin Road, Suite "P"
San Diego, CA 92123

County of San Diego
1600 Pacific Highway, Room 335
San Diego, CA 92101

Seacoast Preservation Association
1330 Neptune Avenue
Encinitas, CA 92024

U.S. Fish & Wildlife Service
6010 Hidden Valley Road
Carlsbad, CA 92009

Batiquitos Lagoon Foundation
P.O. Box 130491
Carlsbad, CA 92013

City of Carlsbad
Planning Department
1635 Faraday Avenue
Carlsbad, CA 92008

Cardiff-by-the-Sea
Chamber of Commerce
P.O. Box 552
Cardiff-by-the-Sea, CA 92007

Cardiff Town Council
P.O. Box 114
Cardiff-by-the-Sea, CA 92007

Olivenhain Town Council
P.O. Box 3005
Olivenhain, CA 92023

Olivenhain Municipal Water District
1966 Olivenhain Road
Encinitas, CA 92024

Cottonwood Creek Conservancy
1507 Rubenstein Avenue
Cardiff, CA 92007

State of California
Parks Department
P.O. Box 880069
San Diego, CA 92168

California Dept. of Fish & Game
4949 Viewridge Avenue
San Diego, CA 92123

CALTRANS – District 11
2829 Juan Street
San Diego, CA 92110

NCTD
810 Mission Avenue
Oceanside, CA 92054