



*Community Development Department, Planning Division*

495 Industrial Dr.

Galt, CA 95632

Phone (209) 366-7230 • Fax (209) 744-1642

Web address: [www.ci.galt.ca.us](http://www.ci.galt.ca.us)

## **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 Sacramento County Tax Collectors Office or Assessors Office for a property owner's home address.

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:

Cosumnes Community Services District Fire Department  
Attn: Bryan Clark  
10573 E. Stockton Blvd.  
Elk Grove, CA 95624

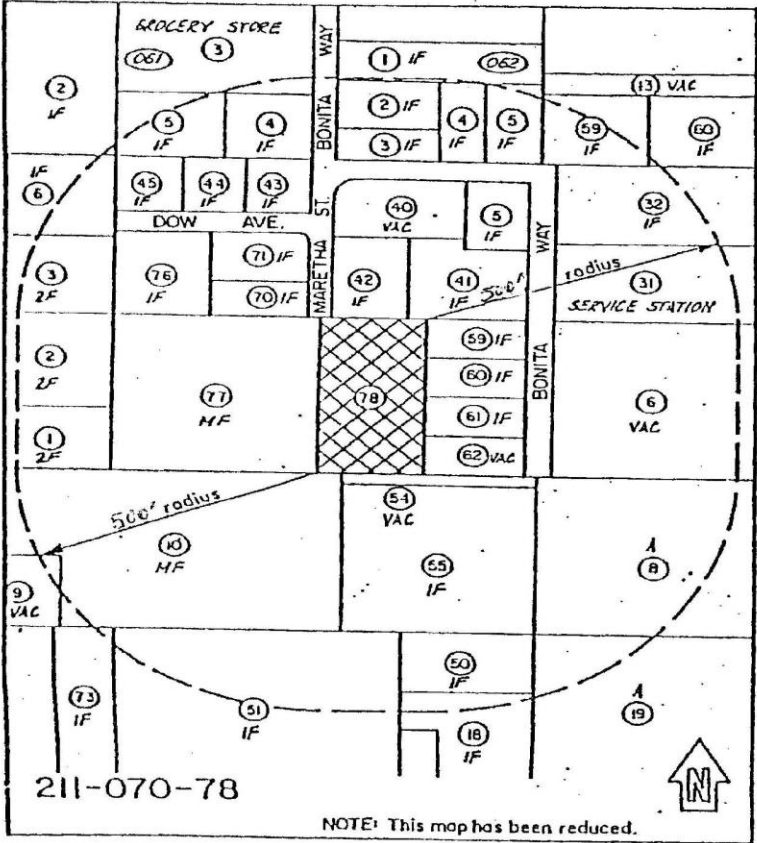
Galt Joint Union Elementary School District  
Superintendent's Office  
1018 C Street, Suite 210  
Galt, CA 95632

Galt Joint Union High School District  
Superintendent's Office  
12945 Marengo Road  
Galt, CA 95632

Applicant and Applicant's Representative

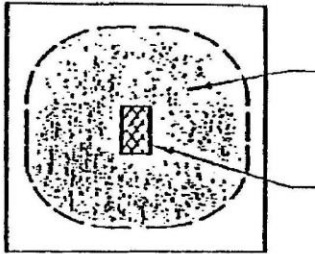
Attached, you will find a sample 500' radius map to help assist you in preparation of your application. Also, a please fill out the Property Owners List, including your property.

## SAMPLE 500' RADIUS MAP



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

NOTE: This map has been reduced.



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.

