

Fall 2025

Guidelines for Public Notice

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GUIDELINES FOR PUBLIC NOTICE

Prepared

by

Best Best & Krieger LLP

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GUIDELINES FOR PUBLIC NOTICE

MEETINGS

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
Govt. Code 54953 54953.5 54954.2 54956	Posting of agenda; Recording meetings	General public Persons with disabilities	At least 72 hours before regular meeting and at least 24 hours before special meeting	<p>Posted at a location freely accessible to the public, including after hours</p> <p>Anyone in attendance is free to record proceedings as long as there is no reasonable finding by legislative body of local agency otherwise</p> <p>If the local agency has audio or video recording of an open and public meeting, it shall be subject to inspection pursuant to the California Public Records Act</p> <p>If the local agency has a website, a direct link to the agenda or a direct link to the agenda management platform posted on the site. The agenda must be downloadable, indexable, electronically searchable by commonly used internet search applications and available to public free of charge</p> <p>Posted at all teleconference locations</p> <p>Made available in alternative formats upon request to persons with disabilities under the ADA</p>	<ul style="list-style-type: none"> • Brief general description of items, including closed session items • Time • Location (including all teleconference locations) • Information regarding how, to whom and when a request for disability accommodation may be made for a person with a disability
Govt. Code 54954.1	Notice of any meeting of legislative body	Persons who have filed written request for notice (request is valid for one year and is renewed each Jan. 1) Persons with disabilities	At time agenda is posted or distributed to members of legislative body, whichever occurs first	<p>Sent by mail or emailed link to website</p> <p>(The legislative body may charge a fee for mailing the agenda that shall not exceed the cost of providing the service)</p> <p>Made available in alternative formats upon request to persons with disabilities under the ADA</p>	<ul style="list-style-type: none"> • Agenda or • All documents constituting agenda packet

MEETINGS

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
Govt. Code 54956	Notice of special meetings	Local newspapers of general circulation and radio or TV stations requesting notice in writing	Received at least 24 hours before meeting	Delivered personally or by any other means	<ul style="list-style-type: none"> • Business to be transacted or discussed • Time • Place
		Each member of legislative body unless a written waiver of notice is filed by the member or the member actually attends the meeting General public	Same as above	Same as above	Same as above
		General public	Same as above	Posted on the local agency's website, if the local agency has one Posted at a location freely accessible to the public, including after hours	Same as above
Govt. Code 54955	Order or notice of adjournment	General public	Within 24 hours of the time of adjournment	Conspicuously posted on or near the door of the place where the meeting was held	<ul style="list-style-type: none"> • Time • Place • Business to be transacted or discussed
		If no members of legislative body are present at the adjourned meeting:	Received at least 24 hours before meeting	Delivered personally or by any other means	Same as above
		Local newspapers of general circulation and radio or TV stations requesting notice in writing Each member of legislative body unless a written waiver of notice is filed			
Govt. Code 54955.1	Order or notice of continuance of hearing (to a time more than 24 hours later)	General public	Within 24 hours of the time of adjournment	Conspicuously posted on or near the door of the place where the meeting was held	<ul style="list-style-type: none"> • Time • Place • Hearing item continued
	Order or notice of continuance of hearing (to a time less than 24 hours later)	If no members of legislative body are present at the adjourned meeting:	Received at least 24 hours before meeting	Delivered personally or by any other means	Same as above

MEETINGS

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
		Local newspapers of general circulation and radio or TV stations requesting notice in writing			
		Each member of legislative body unless a written waiver of notice is filed			
		General public	Immediately following meeting	Conspicuously posted on or near the door of the place where the meeting was held	<ul style="list-style-type: none"> • Time • Place • Hearing item continued
Govt. Code 54956.5	Notice of emergency meeting (crippling emergency, work stoppage, etc.)	General public	As soon as possible	Posted on the local agency's website, if the local agency has one	<ul style="list-style-type: none"> • Business to be transacted or discussed
				Posted at a location freely accessible to the public	<ul style="list-style-type: none"> • Time • Place
		Each member of legislative body unless written waiver of notice is filed by the member or the member actually attends the meeting	As soon as possible	Delivered personally or by any other means	Same as above
		Each local newspaper of general circulation and radio or TV station with telephone service requesting notice of special meetings per section 54956	At least 1 hour prior to meeting	Notified by the presiding officer of the legislative body or designee by telephone	Same as above
		Each local newspaper below per of general circulation and radio or TV station without telephone service requesting notice of special meetings per section 54956	As soon as possible after meeting (pre-meeting notice deemed waived)	Notified by the presiding officer of the legislative body or designee	<ul style="list-style-type: none"> • Fact of holding emergency meeting • Purpose of the meeting • Any action taken

MEETINGS

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
		General public	As soon as possible after meeting for a minimum of 10 days	Posted in a public place	<ul style="list-style-type: none"> • List of persons who presiding officer or designee notified or attempted to notify • Copy of roll call vote • Any actions taken • Business to be transacted or discussed • Time • Place
	Notice of dire emergency (crippling disaster, mass destruction, terrorist act, threatened terrorist activity)	General public	As soon as possible	<p>Posted on the local agency's website, if the local agency has one</p> <p>Posted at a location freely accessible to public</p>	Same as above
	(Emergency is so immediate that giving 1-hour notice may endanger public health or safety – as determined by majority of legislative body)	Each member of legislative body, unless written waiver of notice is filed by the member or the member actually attends the meeting	As soon as possible	Delivered personally or by any other means	Same as above
		Each local newspaper of general circulation and radio or TV station with telephone service requesting notice of special meetings per section 54956	At or near time presiding officer or designee notifies members of the legislative body	Notified by the presiding officer of the legislative body or designee by telephone	<ul style="list-style-type: none"> • Business to be transacted or discussed • Time • Place
		Each local newspaper of general circulation and radio or TV station without telephone service requesting notice of special meetings per section 54956	As soon as possible after meeting	Notified by the presiding officer of the legislative body or designee by telephone	<ul style="list-style-type: none"> • Fact of holding emergency meeting • Purpose of the meeting <p>Any action taken</p>
	Minutes of dire emergency meeting	General public	As soon as possible after meeting for a minimum of 10 days	Posted in a public place	

ORDINANCES

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
Govt. Code 36933	Publication or posting of ordinances	General public	Within 15 days of passage	Published at least once in a newspaper of general circulation published and circulated in the city If there is no newspaper of general circulation, posted in at least three public places in the city or published in a newspaper of general circulation printed and published in the county and circulated in the city	<ul style="list-style-type: none"> • Full text of ordinance • Names of council members voting for and against ordinance
	First alternative: City council chooses to publish a summary of the proposed ordinance and designates an official to prepare such a summary	General public	At least 5 days prior to meeting at which ordinance is to be adopted	Published in a newspaper of general circulation published and circulated in the city	<ul style="list-style-type: none"> • Summary of proposed ordinance
				Posted in office of city clerk	<ul style="list-style-type: none"> • Certified copy of full text of proposed ordinance
			AND Within 15 days of adoption	Published in a newspaper of general circulation published and circulated in the city	<ul style="list-style-type: none"> • Summary of adopted ordinance • Names of council members voting for and against ordinance
				Posted in office of city clerk	<ul style="list-style-type: none"> • Certified copy of full text of proposed ordinance • Names of council members voting for and against ordinance
	Second alternative: City official designated by city council determines that it is not feasible to prepare a fair and adequate summary of the proposed ordinance, and city council so orders	General public	At least 5 days prior to meeting at which ordinance is to be adopted	At least a 1/4-page display advertisement published in a newspaper of general circulation in the city	<ul style="list-style-type: none"> • General nature of and information about proposed ordinance • Where copies of complete text can be obtained
			AND Within 15 days of adoption	At least a 1/4-page display advertisement published in a newspaper of general circulation in the city	<ul style="list-style-type: none"> • General nature of and information about proposed ordinance • Where copies of complete text can be obtained

ORDINANCES

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
	<p>Notices to those requesting notice of ordinances¹</p> <p>Special Rule: May place a requestor on the general mailing list of upcoming meetings per Govt. Code § 54954.1</p> <p>(The city may charge a fee that is reasonably related to the costs of providing notice)</p>	Persons requesting written notice of specific proposed ordinances or amendments	At least 5 days prior to meeting at which ordinance is to be adopted	Sent by mail or by email (if an email address is provided in the request)	<ul style="list-style-type: none"> Names of council members voting for and against ordinance Full text of ordinance or summary
Govt. Code 50022.2 50022.3	Adoption of codes by reference	General public	After the first reading of the ordinance and the code to be adopted by reference, once a week for 2 successive weeks with at least 5 days in between (Govt. Code § 6066)	Published in a newspaper of general circulation in the city	<ul style="list-style-type: none"> Time and place of hearing Statement that copies of the primary code and any secondary codes are on file with the city clerk and open to public inspection Description that gives notice to interested persons of the purpose of the ordinance and its subject matter

¹ Failure of the *requesting party* to receive this information does not constitute grounds for a court to invalidate an adopted ordinance or amendment.

PLANNING AND ZONING

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
Govt. Code 65853 65854 65090 65091 65092 65094	Notice of planning commission's public hearing for adoption or amendment to zoning ordinance.	General public	At least 10 days before hearing	Published in a newspaper of general circulation in the city If there is no newspaper of general circulation, posted in three public places in the city	<ul style="list-style-type: none"> • Date • Time • Place of public hearing • Hearing body or officer • General explanation of matter • General description of the location of real property subject to hearing
		Persons who have filed written request for notice (The local agency may charge a fee that is reasonably related to the costs of providing this service.)	At least 10 days before hearing	Sent by mail	Same as above
	If proposal affects permitted uses of real property	Property owner or agent and project applicant	At least 20 days before hearing	Sent by mail or delivered personally or by any other means	Same as above
		Real property owners within 300 feet of subject real property on latest assessment roll or more recent county records	At least 20 days before hearing	Sent by mail or delivered personally and published in a newspaper of general circulation within the city or posted in three public places including one place in affected area	Same as above
		ALTERNATIVE – If number of real property owners exceeds 1,000	At least 20 days before hearing	1/8-page display advertisement published in a newspaper of general circulation in the city	Same as above
	If other local agency's ability to provide water, sewage, streets, roads, schools or other essential facilities may be significantly affected	Affected local agency	At least 10 days before hearing	Sent by mail or delivered personally or by any other means	Same as above

PLANNING AND ZONING

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
Govt. Code 65853 65856 65090 65092	Notice of city council's public hearing on adoption or amendment to zoning ordinance that changes zoning on property or imposes any regulation listed in Govt. Code § 65850.	General public	At least 10 days before hearing	Published in a newspaper of general circulation in the city If there is no newspaper of general circulation, posted in three public places in the city	<ul style="list-style-type: none"> • Date • Time • Place • Hearing body • General explanation of matter • General description of the location of real property subject of hearing • Recommendation of Planning Commission
		Persons who have filed written request for notice (The local agency may charge a fee that is reasonably related to the cost of providing this service.)	At least 10 days before hearing	Sent by mail	Same as above
Govt. Code 65090 65091	Any permits, approvals, ordinances or policies related to drive-through facilities	The blind, aged and disabled communities	At least 10 days before hearing on permits and approvals	Published or posted Sent by mail or delivered personally or by any other means Note: Must incorporate notice procedures to facilitate participation of the blind, aged and disabled (reasonable accommodation under ADA)	Same as above, as appropriate to any disability

PLANNING AND ZONING

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
Govt. Code 65353 65090 65091 65092 65094	Planning commission public hearing re: recommendation on adoption or amendment of general plan	General public	At least 10 days before hearing	Published in a newspaper of general circulation in the city	<ul style="list-style-type: none"> • Date • Time • Location • Hearing body or officer • General explanation of matter • General description of the location of real property subject of hearing
		Persons who have filed written request for notice	At least 10 days before hearing	Sent by mail	Same as above
	If general plan or amendment affects permitted uses or intensity of uses of real property	(The local agency may charge a fee that is reasonably related to the cost of providing this service)			
		Property owner or agent and applicant	At least 10 days before hearing	Sent by mail or delivered personally or by any other means and published in a newspaper of general circulation in the city or posted in three public places including one place in affected area	Same as above
		Real property owners within 300 feet of subject real property on latest assessment roll or more recent county records	At least 10 days before hearing		
		ALTERNATIVE – If number of real property owners exceeds 1,000	At least 10 days before hearing	1/8-page display advertisement published in a newspaper of general circulation in the city	Same as above
		Persons who have filed written request for notice	At least 10 days before hearing	Sent by mail	Same as above
		(The local agency may charge a fee that is reasonably related to the			

PLANNING AND ZONING

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
		cost of providing this service.)			
	If other local agency's ability to provide water, sewage, streets, roads, schools or other essential facilities may be significantly affected	Affected local agency	At least 10 days before hearing	Sent by mail or delivered personally or by any other means	Same as above
Govt. Code 65355 65090 65092	City council public hearing re: adoption or amendment of general plan	General public	At least 10 days before hearing	Published in a newspaper of general circulation in the city	<ul style="list-style-type: none"> • Date • Time • Location
		Persons who have filed written request for notice	At least 10 days before hearing	If there is no newspaper of general circulation, posted in three public places in the city	<ul style="list-style-type: none"> • Hearing body or officer • General explanation of matter • General description of the location of real property subject of hearing • Recommendation of Planning Commission
		(The local agency may charge a fee that is reasonably related to the cost of providing this service.)			
		Persons who have filed written request for notice	At least 10 days before hearing	Sent by mail	Same as above
		(The local agency may charge a fee that is reasonably related to the cost of providing this service)			

PLANNING AND ZONING

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
Govt. Code 65858 65090 65092	Public hearing re: adoption of interim ordinance as urgency measure to prohibit use in conflict with contemplated general plan, specific plan or zoning proposal; adoption of extensions	General public	At least 10 days before hearing	Published in a newspaper of general circulation in the city If there is no newspaper of general circulation, posted in three public places in the city	<ul style="list-style-type: none"> • Date • Time • Location • Hearing body or officer • General explanation of matter • General description of the location of real property subject of hearing
Govt. Code 65858 65090 65092 (cont.)	<p>Note: Notice is not required to adopt an interim ordinance lasting 45 days. If no notice is provided upon initial adoption, the first extension after public hearing is for 10 months, 15 days and the second for one year. No more than two extensions may be adopted and each extension requires 4/5 vote prior to adoption. If notice is provided upon initial adoption, the first extension is for 22 months, 15 days</p>	<p>Persons who have filed written request for notice</p> <p>(The local agency may charge a fee that is reasonably related to the cost of providing this service)</p> <p>Persons who have filed written request for notice</p>	At least 10 days before hearing	Sent by mail	Same as above
Govt. Code 65867 65090 65091 65092	<p>Public hearing re: approval, amendment or cancellation of a development agreement</p> <p>Note: Protocol applies for hearing before both the planning commission and city council</p> <p>This notice is required in addition to any other notice required by law for other actions to be considered concurrently with the development agreement</p>	General public	At least 10 days before hearing	Published in a newspaper of general circulation in the city If there is no newspaper of general circulation, posted in three public places in the city	<ul style="list-style-type: none"> • Date • Time • Place • Hearing body • General explanation of matter • General description of the location of real property subject of hearing
		Persons who have filed written request for notice	At least 10 days before hearing	Sent by mail	Same as above

PLANNING AND ZONING

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
Govt. Code 65867 65090 65091 65092 (cont.)	If other local agency's ability to provide water, sewage, streets, roads, schools or other essential facilities may be significantly affected	Affected local agency	At least 10 days before hearing	Sent by mail and delivered personally or by any other means	Same as above
		The blind, aged and disabled communities	At same time as otherwise required. At least 10 days before hearing on permits and approvals	Published or posted Sent by mail or delivered personally or by any other means Note: Must incorporate notice procedures to facilitate participation of the blind, aged and disabled (reasonable accommodation under ADA)	Same as above, as appropriate to any disability
Govt. Code 50485.5 56153 6066	Adoption or amendment of airport zoning regulations	General public	Once a week for two successive weeks with at least 5 days in between	Published in one or more newspapers of general circulation within affected locality	Unspecified but, at a minimum, should contain a description of the action and the date, time and place of hearing
Govt. Code 56755 56153 56154	Resolution of application to LAFCO for annexation of territory	General public	21 days prior to the hearing	In one or more newspapers of general circulation within affected locality	Unspecified but, at a minimum, should contain a description of the action and the date, time and place of hearing
Govt. Code 56425	Adoption of agreement between city and county to change sphere of influence after LAFCO approval	General public	Unspecified but should likely follow the 21-day notice required in Govt. Code § 56154	Unspecified but should likely be published in a newspaper of general circulation as required by Govt. Code § 56153	Unspecified but, at a minimum, should contain a description of the action and the date, time and place of hearing

SUBDIVISION MAP ACT

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
Govt. Code 66484 66484.3 (Orange County only) 65091 65092	Fee as a condition of approval of a final map or as a condition of issuing a building permit for constructing bridges or roadways	Persons who have filed written request for notice	At least 10 days before hearing	Sent by mail	<ul style="list-style-type: none"> • Date • Time • Place • Hearing body • General explanation of matter • General description of the location of real property subject to hearing • Preliminary information related to the boundaries of the area of benefit,² estimated cost and method of fee apportionment
		Owner of a mineral right on the property who has recorded notice of intent to preserve that right	At least 10 days before hearing	Sent by mail or delivered personally or by any other means	Same as above
		Property owner or agent and project applicant	At least 10 days before hearing	Sent by mail or delivered personally or by any other means	Same as above
		Real property owners within 300 feet of subject real property on latest assessment roll or more recent county records	At least 10 days before hearing	Sent by mail or delivered personally or by any other means and published in a newspaper of general circulation in the city or posted in three public places including one place in affected area	Same as above
		ALTERNATIVE – If number of real property owners exceeds 1,000	At least 10 days before hearing	1/8-page display advertisement published in a newspaper of general circulation in the city Sent by mail or delivered personally or by any other means	Same as above
		Affected local agency (if other local agency's ability to provide water,	At least 10 days	1/8-page display advertisement published in a newspaper of general circulation in the city	Same as above

² Area of benefit can include land or improvements in addition to the land or improvements subject of the map or building permit application

SUBDIVISION MAP ACT

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
		sewage, streets, roads, schools or	before hearing	Sent by mail or delivered personally or by any other means	
Govt. Code 66484.5 65091	Fee as a condition of approval of a subdivision requiring final or parcel map or as a condition of issuing a building permit in an area of benefit under a groundwater recharge facility plan for constructing groundwater recharge facilities	Same six groups as above	Same as above	Same as above	<ul style="list-style-type: none"> • Time and place of the hearing • Hearing body • General explanation of matter • General description of the real property subject to hearing • Preliminary information concerning the groundwater recharge facility plan, including the proposed boundaries of the area of benefit, the availability of surface water, the planned facilities for the area of benefit, estimated costs and the proposed method of fee apportionment
Govt. Code 66484.7 65091	Fee as a condition of approval of a final map or as a condition of issuing a building permit for constructing transportation facilities	Same six groups as above	Same as above	Same as above	<ul style="list-style-type: none"> • Time and place of the hearing • Hearing body • General explanation of matter • General description of the real property subject to hearing • Preliminary information related to the boundaries of the area of benefit, estimated cost and the method of fee apportionment
Govt. Code 66436	Public hearing where public entity or utility files an objection to the city's determination that development will not unreasonably interfere with the entity or utility's right of way or easement	General public	Between 10 and 30 days after the objection is received	Unspecified but should likely be published in a newspaper of general circulation as required by Govt. Code § 56153	Unspecified but, at a minimum, should contain a description of the action and the date, time and place of hearing

SUBDIVISION MAP ACT

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
Govt. Code 66452.5 65090 65091 66451.3	Appeal from advisory agency or appeal board division by affected person	Any tenant of subject property or a subdivider AND General public	Set matter for hearing within 45 days after request Appeal filed within 10 days after action	Same as above AND Published in at least one newspaper of general circulation in the city or, if there is no newspaper of general circulation, posted in at least three public places in the city	Same as above
Govt. Code 66472.1 65090 65091 66451.3			Between 10 and 30 days after the objection is received AND At least 10 days prior to the hearing	Same as above	Same as above
Govt. Code 66477 65090 65091 66451.3	Quimby Act: Fees used to develop new or rehabilitate existing park or recreational facilities in a neighborhood other than the neighborhood in the subdivision for which fees were paid as a condition to the approval of a tentative map or parcel map	Same as above AND General public	Same as above AND At least 10 days prior to the hearing	Same as above AND Published in at least one newspaper of general circulation in the city or, if there is no newspaper of general circulation, posted in at least three public places in the city	Same as above

SUBDIVISION MAP ACT

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
Govt. Code 66499.15 65090 65091 6451.3	Reversion to acreage	Same as above AND General public	Same as above AND At least 10 days prior to the hearing	Same as above AND Published in at least one newspaper of general circulation in the city or, if there is no newspaper of general circulation, posted in at least three public places in the city	Same as above
Govt. Code 66451.3 65090 65091	Conversion of residential real property to a condominium project, community apartment project or stock cooperative project	Same six groups as above Each tenant of the subject property	Same as above Same as above	Same as above Sent by mail	Same as above Same as above and notification of the tenant's right to appear and be heard
Govt. Code 66451.21	Adoption of a merger ordinance for city that did not have a merger ordinance prior to Jan. 1, 1984	General public	7 days before hearing	Unspecified but, at a minimum, published in one newspaper of general circulation in the city if available	<ul style="list-style-type: none"> • Text of resolution of intention • Time and place of hearing Statement that all interested parties will be heard at the hearing

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
CEQA Guidelines 15062	<p>Notice of exemption (NOE) from CEQA (optional unless relying on the exemptions in CEQA Guidelines § 15193 [agricultural housing], 15194 [affordable housing] or 15195 [residential infill]; best practice is to always file, especially where litigation is likely)</p> <p>Note: Filing NOE shortens statute of limitations for CEQA challenges to 35 days from filing. Without filing NOE, statute of limitations is 180 days</p>	General public	<p>After approval of project</p> <p>Unspecified but best practice is within 5 working days or as soon thereafter as possible</p>	<p>Filed by lead agency with county clerk³ and posted by county clerk within 24 hours of receipt for 30 days. Then, clerk shall return the notice to the local agency with a notation of the period it was posted. Lead agency shall retain a copy of the NOE for at least 12 months</p> <p>All public agencies are encouraged to also make postings available in electronic format on the internet</p> <p>If relying on the exemptions in CEQA Guidelines § 15193, 15194 or 15195, then NOE must also be filed with the Office of Planning and Research (OPR)</p>	<ul style="list-style-type: none"> • Brief description of project • Finding that project is exempt from CEQA, including citation to CEQA Guidelines or statutes with the specific exemptions relied upon • Brief statement of reasons to support finding • Location of the project • Applicant's name, if any • If different from the applicant, identity of person undertaking the project which is financially supported by a public agency, or identity of person receiving entitlement for use from a public agency <p>See CEQA Guidelines, Appendix E for recommended format</p>
<p>Pub. Res. Code 21092 21092.2 21092.3</p> <p>CEQA Guidelines 15073 15072</p>	<p>Notice of intent (NOI) to prepare negative declaration or mitigated negative declaration or environmental impact report (Pub. Res. Code 21092)</p>	<p>Responsible agencies, trustee agencies and the county clerk where the project is located</p> <p>General public or owners and occupants of contiguous property</p> <p>All organizations and individuals who have previously requested notice in writing to the clerk of the agency</p> <p>If the lead agency for the project is a state agency, the State Clearinghouse</p>	<p>Within 24 hours of receiving NOI and at least 20 days prior to hearing, unless the document is sent to the State Clearinghouse, in which case the review period is 30 days</p>	<p>Sent by mail</p> <p>Filed by lead agency with county clerk and posted by county clerk within 24 hours of receipt for 20 days</p> <p>AND</p> <p>At least one of the following:</p> <ol style="list-style-type: none"> 1. Published in a newspaper of general circulation in the city 2. Posted on- and offsite in the area 3. Mailed to owners and occupants of contiguous property 	<ul style="list-style-type: none"> • Brief description of project and location • Start and end dates of public review period during which the city will receive comments • Date, time and place of scheduled public meetings and hearings • Address where copies of the draft NegDec or MND (and all documents referenced in the draft NegDec or MND) are available for review • Description of how theNegDec/MND can be provided in an electronic format • Other specific project-related information required by statute • Significant effects on the environment, if any, that are anticipated

³ County clerk of each county where the project will be located

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
					<ul style="list-style-type: none"> Whether any listed toxic sites are present <p>(Copy of Negative Declaration or Mitigated Negative Declaration sent to each responsible agency, trustee agency and agencies who have requested notice and with jurisdiction over resources affected by project)</p>
		Native American tribes that have requested to be informed of proposed projects in geographic areas traditionally and culturally affiliated with the tribes (see Pub. Res. Code section 21080.3.1(d).)	Within 14 days of project application completion or the agency's determination to undertake a project	Sent by mail	<ul style="list-style-type: none"> Brief description of project and location Lead agency's contact information Statement that the tribe has 30 days to request consultation Same as above
	Special Rule: NOE for project of statewide, regional or area-wide significance (see Pub. Res. Code section 21092.4)	Same as above <i>plus transportation agencies with jurisdiction in region or area</i>	Same as above	Same as above	Same as above
	Special Rule: NOE for project involving burning of municipal wastes, hazardous waste or refuse-derived fuel, such as tires (see Pub. Res. Code section 21092(c))	Same as above <i>plus owners and occupants of property within 1/4 of a mile of any parcel or parcels on which the project is located</i>	Same as above	Same as above <i>plus directly mailed to owners and occupants of property within 1/4 of a mile of any parcel or parcels on which the project is located</i>	Same as above
Pub. Res. Code 21092.3 CEQA Guidelines 15075	Notice of determination (NOD) for project for which negative declaration or mitigated negative declaration approved	General public	Within 5 working days of approval of project for which a negative declaration or mitigated negative declaration was prepared	Filed by lead agency with county clerk and posted by county clerk in office and on county clerk website within 24 hours of receipt for a full 30 days (the first day of posting does not count toward the 30). At the end of the 30 days, the county clerk shall notify the lead agency. Lead agency shall keep a copy of the NOD on file for at least 12 months	<ul style="list-style-type: none"> Project name Project location State Clearinghouse ID number, if applicable Project description Agency's name Applicant's name, if applicable Date of approval

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
				<p>Filed with OPR if lead agency is a state agency and posted for a period of at least 30 days. The OPR shall retain each notice for at least 12 months</p> <p>All public agencies are encouraged to also make postings available in electronic format on the internet</p> <p>(The legislative body may charge a fee for mailing the notice, except when notice is requested by other public agencies)</p>	<ul style="list-style-type: none"> • Determination that project will not have any significant effects on environment • Statement that NegDec or MND was adopted pursuant to CEQA • Statement indicating whether mitigation measures were made a condition of the approval of the project, and whether a mitigation monitoring program/plan was adopted • Address where document may be reviewed • Identity of person • undertaking the project or identity of person receiving entitlement for use from a public agency • Description of how the NegDec or MND can be provided in an electronic format <p>See CEQA Guidelines Appendix D for recommended format</p>
Pub. Res. Code 21080.4 21092.2 CEQA Guidelines 15082	Notice of preparation of EIR (NOP)	<p>Office of Planning and Research (always, even if the lead agency is not a state agency and even if there are no state approvals required)</p> <p>Responsible agencies, trustee agencies and the county clerk where project is located</p> <p>Every federal agency involved in approving or funding the project</p>	Immediately after deciding that EIR is required	<p>Sent by certified mail or any other method of transmittal that provides a record that the notice was received</p> <p>Sent by email if the agency offers to provide the notice by email</p> <p>Notices posted to the lead agency's website</p> <p>EIR Notices posted to website of county clerk where project is located</p>	<ul style="list-style-type: none"> • Brief description of project • Location of the project either by address or map • Statement of probable environmental effects of project <p>Not required but may want to provide:</p> <p>(1) address for submission or responses and</p> <p>(2) a statement that responses are due within 30 days</p>

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
		Parties who have requested notice			See CEQA Guidelines Appendix I for recommended format
Pub. Res. Code 21092.2	Notice of scoping meeting for projects of statewide, regional or area-wide significance under CEQA Guidelines 15206 or as otherwise requested	Cities or counties that border on the city where the project is located	As soon as possible after receiving a request for a meeting. The meeting must occur as soon as possible and no later than 30 days after receiving a request	Sent by certified mail	<ul style="list-style-type: none"> • Brief description of project • Location of the project either by address or map • Statement of probable • environmental effects of project • Not required by statute but should state the date, time and place of the meeting
CEQA Guidelines 15082		Responsible agencies		Sent by email if the agency offers to provide the notice by email and a person requests to receive the notice in that manner	
		Public agencies with jurisdiction by law with respect to the project			
		All organizations and individuals who have previously requested notice			
Pub. Res. Code 21153 21092 21092.3	Notice of availability (NOA) of draft EIR and recirculation	Responsible and trustee agencies	At time notice of completion is sent to OPR	Mailed or emailed to those affected and posted on the lead agency's website	<ul style="list-style-type: none"> • Project description • Project location • Identification of significant environmental effects • Starting and ending dates of review period and how the agency receives comments • Date, time and place of public hearing • Address where draft EIR is available for review • Description of how the draft EIR can be provided in an electronic format
		Affected federal agencies		Filed with county clerk by lead agency and posted by county clerk within 24 hours of receipt for 30 days	
CEQA Guidelines 15087		Public agencies with jurisdiction by law with respect to the project		AND	
		Cities or counties that border the city where the project is located		At least one of the following:	
		Parties who have requested notice		<ol style="list-style-type: none"> 1. Published in a newspaper of general circulation in city 2. Posted on and off site in area 	

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
		General public		3. Mailed to owners and occupants of contiguous property	<ul style="list-style-type: none"> • Statement that all documents referenced in the draft EIR are available for review • Statement of whether site is listed toxic site Sample form in CEQA Guidelines Appendix L
Pub. Res. Code 21092.3 21152 21065 CEQA Guidelines 15094 15373	EIR notice of determination (NOD) Note: Filing and posting NOD starts the 30-day statute of limitations for CEQA. Without filing, statute of limitations is 180 days	General public	Within 5 working days of approval of project and adoption of EIR	<p>Filed with state OPR (if lead agency is a state agency or project approval from state agency is required). The OPR shall post the notice within 24 hours of receipt on State Clearinghouse website for 30 days</p> <p>Filed by lead or local agency with county clerk and posted by county clerk within 24 hours of receipt for 30 days</p> <p>All public agencies are encouraged to also make postings available in electronic format on the internet</p> <p>All public agencies shall file a notice of completion for environmental documents with the Office of Planning and Research through online process</p>	<ul style="list-style-type: none"> • Project name, description and location • State Clearinghouse ID# • Lead agency, responsible agency, and applicant's name, if any • Date of project approval • Statement that EIR was prepared and certified pursuant to CEQA • Summary of project's significant effects; whether mitigation measures were made condition of project approval; whether mitigation monitoring plan/program was adopted • ID of any person or persons undertaking the project • Whether findings were made and a Statement of Overrides adopted • Address where final EIR and record may be reviewed • Identity of person undertaking the project or identity of person receiving entitlement for use from a public agency See CEQA Guidelines Appendix D for recommended format
Pub. Res. Code 30500 30503	Preparation and adoption of local coastal programs Notice of local government's hearings on LCP	Any member of the public who has requested mailed notice	Notice of availability of documents for review must be given as soon as documents are available and at least 6	<p>Posted on local government or governing authority's website</p> <p>Sent by mail to local libraries, administrative offices of the local</p>	Unspecified but should include the documents available, the date of availability, the location where they can be viewed and the methods for obtaining copies of the documents. Drafts of documents should be made

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
14 Cal. Code Regs. 13515	Notice of local government's hearings on LCP		weeks prior to any final agency action	government or educational facility, and at the commission's office	available for review at local libraries, the offices of the local agency and the coastal commission offices.
		Local governments contiguous with LCP area	At least 10 working days before the hearing		Unspecified but, at a minimum, should contain a description of the action and the date, time and place of hearings
		Local governments, special districts or port or harbor districts that could be directly affected			
		Specified state and federal agencies in the Local Coastal Program Manual			
		Local libraries and media			
		Other interested regional or federal agencies			
		General public and all interested persons and public agencies			

TAXES⁴

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
Cal. Const. Art. XIII C Section 2(b) (Prop. 218)	Proposition of a general tax – tax imposed for general government purposes	General public	Same as with ordinances (see above)	Same as with ordinances (see above)	<ul style="list-style-type: none"> • Proposed tax must be presented in ordinance or resolution format • Type of tax • Rate of tax • Method of collection • Date on which election is held
Govt. Code 53723 53724 53750	<p>Note 1: Govt. Code § 54954.6 does not apply to voter approved general taxes under Prop. 218</p> <p>Note 2: Tax measure must be consolidated with a regularly scheduled general election for members of the governing body except in cases of emergency declared by unanimous vote of the governing body</p> <p>Note 3: Ordinance or resolution proposing tax must be approved by minimum 2/3 vote of all members of (majority approval may be sufficient for some charter cities) – but unanimous vote required by Prop. 218 in case of emergency (see Note 2 above)</p> <p>Note 4: Majority vote of the electorate is necessary to pass tax</p>				Otherwise, same as with ordinances (see above)

⁴ No attempt is made in these guidelines to determine whether or not and within what time frame a tax is subject to the provisions of Propositions 218, which took effect on Nov. 6, 1996. This must be an individual determination based upon differing facts and circumstances. It is recommended that you consult with your legal counsel to make this determination. 28

TAXES⁴

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
Cal. Const. Art. XIIC Section 2(d) (Prop. 218) Govt. Code 53722 53724 53750	<p>Proposition of a special tax – tax imposed for a specific purpose</p> <p>Note 1: There may be additional statutory requirements for special tax elections, such as community facilities [Mello-Roos] districts</p> <p>Note 2: 2/3 vote of the electorate is necessary to pass tax. Vote can occur on any date permitted by law</p>	Electorate	Any election date permitted by law		<ul style="list-style-type: none"> Proposed tax must be presented in ordinance or resolution format Type of tax Rate of tax Method of collection Date on which election is held <p>The purpose or service for which imposition is sought</p>
Govt. Code 54930	Notice of new parcel tax to owners who reside outside jurisdictional boundaries	Owners of parcel affected by tax who reside outside jurisdictional boundaries	Following the passage of a new parcel tax	<p>Sent by mail, either:</p> <ol style="list-style-type: none"> An envelope or mailing that includes the name of the local agency and return address of the sender on the cover; or A postcard that includes the name of the local agency, the return address of the sender on the front, and certain information 	<p>At least the following:</p> <ul style="list-style-type: none"> Amount or rate of the parcel tax in sufficient detail to be calculated Method or frequency and duration of collection Telephone number and address of individual, office or organization contact for additional information

ASSESSMENTS⁵

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
Cal. Const. Article XIID Section 4 (Prop. 218)	New or increased assessment – levy or charge upon real property by an agency for a special benefit conferred upon the real property by a public improvement or service.	Record owner of each identified parcel. “Record owner” is the owner whose name is shown on the last equalized general tax assessment roll.	At least 45 days before public hearing upon the proposed assessment	Sent by mail, postage prepaid, deposited in the U.S. Postal Service	Notice Contents:
Govt. Code 53750 53753 53753.5	Includes “stand by” charges			Note: “Official Ballot Enclosed” must be printed on face of envelope in no smaller than bold 16-point font type	<ul style="list-style-type: none"> • Total amount chargeable to • entire district • Amount chargeable to the • record owner’s parcel • Duration of the payments • Reason for assessment • Basis upon which amount of proposed assessment was made • Date, time and location of public hearing on the proposed assessment • Summary of the procedures for the completion, return and tabulation of the ballots • Statement that assessment will not be imposed if there is a “majority protest” • Statement that ballots are weighed according to the proportional financial obligation of the affected property • Notice MUST include a ballot for the property owner to complete
	Note: Any agency that complies with the notice, protest and hearing requirements of Cal. Const. Article XIID (Prop. 218) shall not be required to comply with any other statutory notice, protest and hearing requirements that would otherwise be applicable to the levy of a new or increased assessment, with the exception of Division 4.5 (commencing with 3100) of the Streets and Highways Code			Note: “Official Ballot Enclosed” may be printed in a language other than English	Ballot Contents:
					<ul style="list-style-type: none"> • Agency’s address for receipt • Place to indicate name • Identification of parcel • Support or opposition • Signed and mailed or delivered

⁵ No attempt is made in these guidelines to determine whether or not and within what time frame an assessment is subject to the provisions of Proposition 218, which took effect on Nov. 6, 1996. This must be an individual determination based upon differing facts and circumstances. It is recommended that you consult with your legal counsel to make this determination.

ASSESSMENTS⁵

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
Govt. Code 54954.6(c) 54954.6(e) 54954.6(h)	<p>Joint notice of public meeting at which public testimony is to be received regarding new or increased assessments and public hearing at which city council proposes new or increased assessments on real property or businesses</p> <p>Note: This section does not apply to any new or increased general tax or assessment if it requires an election of (1) property owners subject to the assessment or (2) the voters within the local agency imposing the tax or assessment</p> <p>Note: Any new or increased assessment that is subject to the notice and hearing provisions of Cal. Const. Article XIID (Prop. 218) is not subject to this section (see previous page)</p>	<p>All property owners or business owners proposed to be subject to the new or increased assessments whose names and addresses appear on the last equalized county assessment roll, the State Board of Equalization roll, or the local agency's records pertaining to business ownership</p>	<p>At least 10 days before public meeting and 45 days before public hearing</p> <p>Note: The public hearing must take place at least seven days after the public meeting.</p>	<p>Sent by mail (to parties who have requested notice in writing)</p> <p>Note: The notice must be printed in at least 10-point type and the envelope or cover of the mailing must include the name of the local agency and the return address of the sender</p> <p>Note: delivery is satisfied when the notice is deposited in the U.S. mail</p>	<ul style="list-style-type: none"> • May be submitted, changed or withdrawn prior to conclusion of public testimony at hearing • In the case of an assessment levied on property, the estimated assessment per parcel • In the case of an assessment levied on businesses, the proposed method and basis of levying the assessment in sufficient detail to allow each business owner to calculate the amount of assessment to be levied against each business • If an assessment increases, the city must separately state the existing assessment and the proposed amount of increase. • General description of purpose of improvements the assessment will fund • Address to which property owner may mail a protest • Phone number and address of an individual, office or organization to contact for additional information on the assessment • Statement that a majority protest will cause the assessment to be abandoned if the assessment act used to levy the assessment so allows • If applicable, a statement of the percentage protest required to trigger an election • Dates, times and locations of the public meeting and public hearing

ASSESSMENTS⁵

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
					<ul style="list-style-type: none"> • A proposed assessment formula or range, if applicable
Govt. Code 54354.5	Public hearing prescribing or revising rates or charges for the services or facilities furnished by an “enterprise”	General public	At least 15 days before hearing	<p>Published notice in a newspaper of general circulation in the city once a week for at least 2 weeks prior to the hearing. The first published notice must appear at least 15 days before the hearing</p> <p>If there is no newspaper of general circulation, posted in three public places in the city for 2 weeks prior to the hearing</p>	<ul style="list-style-type: none"> • Copy of proposed ordinance or resolution • Time of hearing • Place of hearing • Notification that any interested person may appear and be heard
Str. & Hwy. Code 2850 2851 2852 2853	<p>Assessments made pursuant to Special Assessment Investigation, Limitation & Majority Protest Act of 1931</p> <p>For new or increased assessments levied pursuant to this Act, the procedures of section 4 of Article XIID must be followed. See procedures above</p> <p>Note: Consult the Act under which the assessment was levied for annual notice requirements if the assessment is not being increased or newly levied</p>				
Str. & Hwy. Code 5194	Improvement Act of 1911. For new or increased assessments levied pursuant to this Act, the procedures of section 4 of Article				

ASSESSMENTS⁵

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
	<p>XIIID must be followed. See procedures above</p> <p>Note: Consult the Act under which the assessment was levied for annual notice requirements if the assessment is not being increased or newly levied</p>				
Str. & Hwy. Code 18070	<p>Street Lighting Act of 1919. For new or increased assessments levied pursuant to this Act, the procedures of section 4 of Article XIIID must be followed. See procedures above</p> <p>Note: Consult the Act under which the assessment was levied for annual notice requirements if the assessment is not being increased or newly levied</p>				
Str. & Hwy. Code 18343	<p>Street Lighting Act of 1931. For new or increased assessments levied pursuant to this Act, the procedures of section 4 of Article XIIID must be followed. See procedures above</p> <p>Note: Consult the Act under which the assessment was levied for annual notice requirements if the assessment is not being increased or newly levied</p>				
Str. & Hwy. Code 22090	<p>Tree Planting Act of 1931. For new or increased assessments levied pursuant to this Act, the procedures of section 4 of Article XIIID must be followed. See procedures above</p>				

ASSESSMENTS⁵

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
	Note: Consult the Act under which the assessment was levied for annual notice requirements if the assessment is not being increased or newly levied				
Str. & Hwy. Code 35260 Govt. Code 53753	Parking District Law of 1951. For new or increased assessments levied pursuant to this Act, the procedures of section 4 of Article XIID must be followed. See procedures above				
	Note: Consult the Act under which the assessment was levied for annual notice requirements if the assessment is not being increased or newly levied				
Str. & Hwy. Code 2556 Govt. Code 53753	Landscaping and Lighting Act of 1972. For new or increased assessments levied pursuant to this Act, the procedures of section 4 of Article XIID must be followed. See procedures above				
	Note: Consult the Act under which the assessment was levied for annual notice requirements if the assessment is not being increased or newly levied				
Str. & Hwy. Code 35260 Govt. Code 53753	Parking District Law of 1951. For new or increased assessments levied pursuant to this Act, the procedures of section 4 of Article XIID must be followed. See procedures above				
	Note: Consult the Act under which the assessment was				

ASSESSMENTS⁵

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
	levied for annual notice requirements if the assessment is not being increased or newly levied				
Str. & Hwy. Code 36523 36523.5 Govt. Code 6063 54954.6	<p>Parking and Business Improvement Area Law of 1989. For assessments on businesses only and not upon property, therefore not subject to Prop. 218. Howard Jarvis Taxpayers Ass'n v. City of San Diego, 72 Cal. App. 4th 230 (1999)</p> <p>Notice of a public hearing held under Sts. & Hwy. Code 36524 (protests against establishment of area), 36541 (modifying basis of assessment or boundaries), 36542 (modifying improvements and activities), or 36550 (disestablishment) should following the notice procedures in Sts. & Hwy. 36523 laid out in this section</p> <p>Consult Govt. Code § 54954.6 for possible additional noticing requirements (see below)</p>	<p>General public</p> <p>Business owners in the area</p> <p>If the area is established primarily to promote tourism, business owners of each business in the area that will be subject to assessment</p>	<p>For notice in newspaper, at least once 7 days before hearing</p> <p>For mailed notice, within 7 days of the city council's adoption of the resolution of intention</p>	<p>Published in a newspaper of general circulation in the city</p> <p>Sent by mail</p>	<ul style="list-style-type: none"> Resolution of intention
Str. & Hwy. Code 36600 6623 Govt. Code 53753 54954.6	<p>Property and Business Improvement District Law of 1994. For new or increased assessments levied on business or property</p> <p>Note: Consult the Act under which the assessment was levied or annual notice requirements if the assessment is not being increased or newly levied</p>	<p>For new or increased assessments levied pursuant to this Act on property, see procedures above for Govt. Code § 53753 and Article XIIID Section 4 compliance. Notice must be mailed to the owners of the property proposed to be assessed</p> <p>For new or increased assessments levied pursuant to this Act on businesses, notice must be</p>	<p>For new or increased assessments levied pursuant to this Act, see procedures above for Govt. Code § 53753 and Article XIIID Section 4 compliance. Notice must be mailed to the owners of the property proposed to be assessed</p> <p>For new or increased assessments levied pursuant to this Act on businesses, joint notice of public hearing and public meeting must be held at</p>	<p>For new or increased assessments levied pursuant to this Act, see procedures above for Govt. Code § 53753 and Article XIIID Section 4 compliance. Notice must be mailed to the owners of the property proposed to be assessed</p> <p>For new or increased assessments levied pursuant to this Act on</p>	<p>For new or increased assessments levied pursuant to this Act, see procedures above for Govt. Code § 53753 and Article XIIID Section 4 compliance. Notice must be mailed to the owners of the property proposed to be assessed</p> <p>For new or increased assessments levied pursuant to this Act on businesses, joint notice of public hearing and public meeting must include (a) the proposed method and basis of levying the assessment in sufficient detail to</p>

ASSESSMENTS⁵

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
		<p>provided to owners of businesses subject to proposed assessment pursuant to Govt. Code sec. 54954.6</p> <p>Note: Consult the Act under which the assessment was levied for annual notice requirements if the assessment is not being increased or newly levied</p>	<p>least 45 days after notice is provided. The public meeting shall take place no earlier than 10 days after the mailing of the joint notice, and the public hearing shall take place no earlier than 7 days after the public meeting. Str. & Hwy. Code sec. 36623; Govt. Code sec. 54954.6</p> <p>Note: Consult the Act under which the assessment was levied for annual notice requirements if the assessment is not being increased or newly levied under which the assessment was levied for annual notice requirements if the assessment is not being increased or newly levied</p>	<p>businesses, joint notice of public hearing and public meeting must be mailed to businesses subject to the proposed assessment. Str. & Hwy. Code sec. 36623; Govt. Code sec. 54954.6</p> <p>Note: Consult the Act under which the assessment was levied for annual notice requirements if the assessment is not being increased or newly levied</p>	<p>allow each business owner to calculate the amount of the assessment to be levied against each business, (b) a general description of the purpose or improvements to be funded; (c) the address to which the business owner may mail a protest; (d) the telephone number and address of an individual, office, or organization that interested persons may contact to receive additional information about the assessment; (e) a statement that a majority protest will cause the assessment if there is a majority protest; (f) the date, time, and location of the public meeting and public hearing; and (g) the proposed assessment formula or range, if applicable. Str. & Hwy. Code sec. 36623; Govt. Code sec. 54954.6</p> <p>Note: Consult the Act under which the assessment was levied for annual notice requirements if the assessment is not being increased or newly levied</p>
Govt. Code 6063 54954.6	<p>Joint notice of meeting and hearing for assessment exclusively for operations and maintenance to be levied on 50,000 parcels or more</p> <p>Note: This section does not apply to any new or increased assessment if it requires an election of (1) property owners subject to the assessment or (2) voters within the local agency imposing the assessment</p>	<p>All property owners or business owners proposed to be subject to the new or increased assessments whose names and addresses appear on the last equalized county assessment roll, the State Board of Equalization roll, or the local agency's records pertaining to business ownership</p> <p>OR</p>	<p>At least 10 days before public meeting and at least 45 days before public hearing</p> <p>OR</p>	<p>Sent by mail</p> <p>Note: The notice must be printed in at least 10-point type and the envelope or cover of the mailing must include the name of the local agency and the return address of the sender</p> <p>OR</p>	<ul style="list-style-type: none"> • Estimated amount of • assessment on various types, amounts or uses of property • General description of purpose of improvements the assessment will fund • Address to which property owner may mail a protest • Phone number and address of an individual, office or organization to contact for

ASSESSMENTS⁵

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
	Note: Any new or increased assessment that is subject to the notice and hearing provisions of Cal. Const. Article XIII D (Prop. 218) is not subject to this section	General public Parties who have requested notice	For notice in newspaper, once a week for 3 weeks For mailed notice, at least 10 days before public meeting and at least 45 days before public hearing	At least 1/8-page display advertisement published in a newspaper of general circulation AND Sent by first class mail to those who have filed a written request for notice	<p>additional information on the assessment</p> <ul style="list-style-type: none"> • A statement that a majority protest will cause the assessment to be abandoned if the assessment act used to levy the assessment so allows • If applicable, a statement of the percentage protest required to trigger an election • Dates, times and locations of the public meeting and public hearing

PROPERTY RELATED FEES OR CHARGES⁶

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
Cal. Const. Art. XIII D Section 6 (Prop. 218) Govt. Code 53755 53756 53759	Fee or charge – levy other than ad valorem tax, special tax or an assessment, imposed as an incident of property ownership, including a user fee or charge for a property related service	<p>Residents of affected properties (may include tenants and/or record owners)</p> <p>If agency wants to preserve authority to enforce a lien on parcels for fees or charges, must also send notice to record owner if owner's address is different than billing address (Note: BBK typically recommends that notice go to record owners and customers of record under all circumstances per Prop. 218 – preempts AB 1260)</p>	At least 45 days before public "majority protest" hearing	Sent by mail, postage prepaid, deposited in the U.S. Postal Service. Notice to be sent by including it in regular billing statement or by any other mailing to the address to which agency customarily mails billing statement (this may include tenants as well as record owners)	<ul style="list-style-type: none"> • Parcels identified • Amount of the fee or charge proposed to be imposed upon each parcel • Basis upon which the amount of the proposed fee or charge was calculated • Reason for the fee or charge • Date, time and location of the public hearing on the proposed fee or charge • There is a 120-day statute of limitations for challenging any new, increased, or extended fee or charge <p>NOTE: For all new or increased fees or charges, agency must conduct "majority protest" hearing as a first step. For new or increased sewer, water and refuse fees or charges, this step is all that is required. For all other new or increased fees or charges, an election is also required. [See "Additional Requirements" below].</p>
Additional Requirements Cal. Const. Art. XIII D Section 6(c)	New or increased fees and charges, besides sewer, water and refuse collection fees and charges	Approved by a majority vote of the property owners of the property subject to the fee or charge, or, by a 2/3 vote of the electorate residing in the affected area	Election conducted at least 45 days after public "majority protest" hearing		Agency may conduct a formal election or may adopt procedures similar to those for assessment increases to conduct election. (Election by mailed ballot: who receives ballots depends upon whether it's a "property owner" election or "2/3 electorate" election)

⁶ No attempt is made in these guidelines to determine whether or not and within what time frame a property related fee or charge is subject to the provisions of Prop. 218, which took effect on Nov.6, 1996. This must be an individual determination based upon differing facts and circumstances. It is recommended that you consult with your legal counsel to make this determination.

DEVELOPMENT PROCESSING FEES⁷

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
Govt. Code 66014 66016	Fees imposed for zoning variances, development impact fees, zoning changes, use permits, building inspections, building permits, processing of subdivision maps and other planning services	General public Persons who file written request for notice	At least 10 days before public hearing At least 14 days before public meeting	Data regarding the proposed fee/charge required by Govt. Code § 66016 made publicly available at least 10 days in advance of the public meeting Sent by mail	<ul style="list-style-type: none"> • Amount of cost required to provide service for which fee is set and revenue sources anticipated to provide the service, including General Fund revenues. • Fees may not exceed estimated reasonable cost of service of fee charged unless question of amount of fee is submitted to and approved by 2/3 electors voting on issue • Time and place of the meeting • General explanation of the matter to be considered • Statement that the data required by Govt. Code § 66016 is available
Additional Requirements Govt. Code 66016(b) Govt. Code, 66017 (except in urgent circumstances)	Action to levy a new fee or charge or approve an increase in an existing one must be taken by ordinance or resolution		Note: Except in urgent circumstances, new or higher fees upon a development project shall be effective no sooner than 60 days following final action. Any extension requires 4/5 vote of the legislative body.		

⁷ State law also imposes a general 10-day newspaper notice and public hearing requirement with respect to the adoption or increase of any fee, if that fee would not otherwise be subject to another statutory notice requirement (Govt. Code § 66018).

DEVELOPMENT PROCESSING FEES

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
Govt. Code 66001(f), 6061	Reallocation of revenues for some other purpose in the event that costs of refunding unexpended development fee revenues exceed amount to be refunded	General public	Unspecified but at least once before meeting	Published in a newspaper of general circulation Posted in three prominent places within the area of the development project	Unspecified but, at a minimum, should contain a description of the action and the date, time and place for the hearings
Govt. Code 66002 65090 65094	Adoption of capital improvement plan	General Public Persons who file written request for notice Any city or county that may be significantly affected by the capital improvement plan	At least 10 days before hearing At least 10 days before hearing Same as above	Published once in newspaper of general circulation within the city If there is no newspaper of general circulation, posted in three public places within the city Sent by mail Sent by first-class mail or delivered personally	<ul style="list-style-type: none"> • Date • Time • Location • Hearing body or officer • General explanation of matter • General description of the location of real property subject of hearing Same as above

WATER AND SEWER CONNECTION FEES AND CAPACITY CHARGES

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
Govt. Code 66013 66016	Water and sewer connection fees and capacity charges	General public	Data must be available at least 10 days before public meeting	Data regarding the proposed fee/charge required by Govt. Code § 66016 made publicly available at least 10 days in advance of the public meeting	<ul style="list-style-type: none"> • Amount of cost required to provide service for which fee is set and revenue sources anticipated to provide the service, including General Fund revenues
		Persons who file written request for notice	At least 14 days before public meeting	Data regarding the proposed fee/charge required by Govt. Code § 66016 made publicly available at least 10 days in advance of the public meeting	<ul style="list-style-type: none"> • Time and place of the meeting • General explanation of the matter to be considered • Statement that the data required by Govt. Code § 66016 is available

EMINENT DOMAIN

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
Civ. Proc. 1245.235	Notice of resolution of necessity	Each person whose property is to be acquired by eminent domain and whose name and address appear on the last equalized county assessment role	At least 15 days	Sent by first-class mail	<ul style="list-style-type: none"> • Intent to adopt resolution of necessity • Right to appear and be heard on matters reference in CCP 1240.030 • Failure to file written request to appear and be heard in 15 days after mailing notice will waive right to appear and be heard • Legal description of property being considered for acquisition • Time and place of hearing

REDEVELOPMENT AGENCY DISSOLUTION

CODE §	ITEM	TO WHOM	WHEN	WHERE	CONTENTS
Health & Saf. Code 34179(f) 34179(h)	Oversight board actions	The Department of Finance	After any action is taken by the oversight board except for the following:	Provided by electronic means and in a manner of the Department of Finance's choosing	<ul style="list-style-type: none"> • Written notice of all actions taken by an oversight board
		The public	<ul style="list-style-type: none"> • Meeting minutes and agendas; • Administrative budgets; • Changes in oversight board members or the selection of chair/vice chair; • Transfers of governmental property pursuant to an approved long-range property management plan; • Transfers of property to be retained by the sponsoring entity for future development pursuant to an approved long-range property management plan 	Posted on the successor agency's website or the oversight board's website	<ul style="list-style-type: none"> • All notices required by law for proposed oversight board actions
Health & Saf. Code 34181(f)	Approval of oversight board actions to dispose of or transfer assets and property of the former redevelopment agency	The public	At least 10 days before the public meeting	Unspecified but, at a minimum, posted in three public locations throughout the city	Unspecified but presumed: <ul style="list-style-type: none"> • Notice of the specific proposed actions

OTHER AREAS THAT MAY REQUIRE PUBLIC NOTICE AND HEARING

NOTE: THIS MAY NOT BE A COMPLETE LIST. ALWAYS CONSULT THE APPLICABLE STATUTE TO LOOK FOR SPECIFIC NOTICING AND HEARING REQUIREMENTS.

Agreements

- Imposition or increase of user fee arising from agreements with private entities for the design, construction or reconstruction of certain fee-producing infrastructure or transportation projects, Govt. Code §§ 5956.4, 5956.6
- Franchise, license or service agreement between privatizer and local agency for privatization project, Govt. Code § 54253

Agriculture

- Acquisition of productive agricultural lands, Pub. Resources Code § 5625.3 •

Bankruptcy

- Declaring a fiscal emergency, Govt. Code § 53760.5

Building Fees

- Fees for building inspections and related documents, Health & Saf. Code § 17951, Govt. Code § 66016
- Fees for building permits, records and plans, Health & Saf. Code §§ 19132.3, 19852, Govt. Code § 66016

CEQA

- Substitution of mitigation measures after public review, Pub. Resources Code § 21080(f)
- New conditions of approval after set aside by administrative body or court, Pub. Resources Code § 21080(g)
- Bicycle transportation plan exemption, Pub. Resources Code §§ 21080.20, 21152
- Exemption of transit priority project and mitigation measures, Pub. Resources Code §§ 21155.1, 21155.2, 21155.3
- Whether mitigation measures in a prior environmental impact report will be undertaken, Pub. Resources Code § 21083.3
- Notification by the city of any public agency that comments on a negative declaration of any public hearings for the project, Pub. Resources Code § 21092.5

Cemeteries

- Change in use of cemetery, Govt. Code §§ 65096, 65091, 65092, 65093, 65094

Community Facilities Districts

- Formation of a Community Facilities District, Govt. Code §§ 53322, 53322.4, 6061
- Elimination of facilities and services, change in types of public facilities or services, changes in the special tax for the district, Govt. Code §§ 53330.7, 53331, 53335, 53334
- Annexation of territory to district, Govt. Code §§ 53339.4, 53322, 53322.4
- Resolution regarding the district incurring bonded indebtedness, Govt. Code §§ 53348, 53346, 6061

Easements

- Release of a covenant previously adopted by ordinance, Govt. Code § 65874
- Abandonment of open-space easement, Govt. Code, §§ 51061, 51093, 6061

Economic Development

- Sale or lease of property to create an economic opportunity, Govt. Code §§ 52201, 6066

- Assistance with the financing of facilities or capital equipment pursuant to an agreement to develop or rehabilitate industrial or manufacturing property, Govt. Code § 52203

Energy Service Contracts

- Entering into energy service contract or facility financing contract, Govt. Code §§ 4217.12, 4217.13

Formation of Select Districts⁵

- Community Rehabilitation District, Govt. Code §§ 53373.7, 53373
- Geologic Hazard Abatement District, Pub. Resources Code §§ 26557, 26561, 26562, 26563, 26564, 26565, 26566, 26567, 26568.3, 26569.1, 26569.2, 26569.3, 26569.4, 53753
- Open Space Maintenance District, Govt. Code § 50592
- Recreation and Park District, Pub. Resources Code, §§ 5782.5, 6061
- Resource Conservation District, Pub. Resources Code §§ 9167, 6061
- Municipal Lighting Maintenance District, Str. & Hwy. Code § 18690
- Multifamily Improvement District, Str. & Hwy. Code §§ 36715, 36718

Franchises

- Granting Gas, Oil, Electric and Water Franchises, Pub. Util. Code § 6233
- Granting additional cable television franchises, Govt. Code §§ 53066.3, 6066

Habitat Maintenance Assessment Districts

- Assessments for maintenance of natural habitat, Govt. Code §§ 50068.5, 53753

Historic Property Contracts

- Cancellation of historic property contracts, Govt. Code §§ 50284, 50285

Housing

- Preserving units at affordable housing costs and Housing Element compliance, Govt. Code § 65583.1
- Attached housing development as permitted use, Govt. Code § 65589.4

Infrastructure Financing Districts

- Adopting an infrastructure financing plan, Govt. Code §§ 53395.17, 53398.17

Integrated Waste Management Plan

- Approval of source reduction and recycling element and household waste element for integrated waste management plan, Pub. Resources Code § 41793
- Fees for preparing, adopting and implementing an integrated waste management plan, Pub. Resources Code § 41901, Govt. Code § 66016

Labor and Employment Matters

- Charges or complaints against employee, Govt. Code § 54957
- Impasse with local public employee organization, Govt. Code § 3505.7
- Limit or prohibit law enforcement positions to form, join or participate in employee organizations (exception for peace officers in certain organizations), Govt. Code § 3508

Law Enforcement Services

- Providing law enforcement services to private individuals or entities, Govt. Code § 53069.8

Leases

- City leasing property for more than 55 years, Govt. Code §§ 37380, 6066

Medical Services

- Entering into contracts or leases for hospitals under the Revenue Bond Law of 1941, Govt. Code §§ 54516.3, 54516.2

Nuisance Abatement

- Order or notice to repair, Health & Saf. Code, § 17980.6
- Adopting costs of an assessment or lien to recover cost of nuisance abatement in foreclosure proceedings, Civ. Code § 2929.45

Parks

- Converting a park to other municipal purposes, Govt. Code § 37111.1
- Improvement of unacquired park land in lieu of acquiring substitute park, Pub. Resources Code §§ 5404, 5407.2
- Changing the general character or location of substitute park land, Pub. Resources Code §§ 5407.1, 5407.2
- Discontinuance or abandonment of public park, Govt. Code §§ 38446, 38447
- Conveying minor portion of park in exchange for an equal or greater area of value of privately owned land contiguous to the park, Govt. Code § 38441

Planning and Zoning

- Extension for adopting the general plan, Govt. Code § 65361
- Extension of deadline of rezoning to conform with the housing element of the general plan when city has a program for the planning period, Govt. Code § 65583
- Nonconforming multi-family dwelling zoning ordinance, Govt. Code §§ 65863.4, 65090
- Fees to support the work of a local planning agency, Govt. Code §§ 65104, 66016
- Specific plan fee, Govt. Code §§ 65456, 66016
- Fees for the process to convert mobile home park to another use, Govt. Code §§ 65863.7, 66016
- Fees for processing zone variances, zone changes, use permits, tentative, final and parcel maps, Govt. Code §§ 65909.5, 66451.2, 66016
- Fee on housing development to mitigate vehicular traffic impacts, Govt. Code §§ 66005.1, 60661

Property Transfers

- Selling or transferring surplus real property to a housing corporation, limited dividend corporation or nonprofit corporation, Govt. Code § 50572

Public Contracting

- Substitution of subcontractor when clerical error, Pub. Contract Code §§ 4107.5, 4107
- Prime contractor's violation of contract, Pub. Contract Code § 4110
- Retention amount higher than 5 percent, Pub. Contract Code § 7201
- Contract for the construction of facilities to be used to transfer prisoners, Pub. Contract Code § 20168.5, Govt. Code § 6062
- Consideration of California Uniform Construction Cost Accounting Commission finding of noncompliance, Pub. Contract Code § 22044

Public Utilities

- Sale of a public utility, Pub. Util. Code § 10061

Redevelopment Agencies and Successor Agencies

- Purchase of affordability covenants, Health & Saf. Code § 33413(b)(2)(B)

Streets and Highways

- Vacating a street, highway or public service easement, Str. & Hwy. Code § 8323
- Assessments and improvements under the Municipal Improvement Act of 1913, Str. & Hwy. Code §§ 10122, 10301
- Assessments under the Municipal Lighting Maintenance District Act of 1927, Str. & Hwy. Code § 18663, Govt. Code § 53753

- Devoting public parking places to another public use, Str. & Hwy. Code § 31851.5, Govt. Code § 6061
- Establishing assessments under Multifamily Improvement Districts, Str. & Hwy. Code § 36714 and Govt. Code §§ 53753, 54954.6
- Modifying a management district plan under the Multifamily Improvement District Act., Str. & Hwy. Code § 36735
- Disestablishment of a Multifamily Improvement District, Str. & Hwy. Code § 36744
- Making private roads and parking available for public use, Veh. Code §§ 21107.5, 21107.6, 21107.7, 21107.8, 21107.9
- Temporary closure of highway due to criminal activity, Veh. Code §§ 21101.4, 21103
- Use of an automated enforcement system, Veh. Code §§ 21455.5, 21455.6
- Ordinance defining “residential district” for purposes of restricting parking at night, Veh. Code § 22507.5, Govt. Code §§ 65090, 65094

Telecommunications

- Permit for wireless telecommunications colocation facility, Govt. Code §§ 65850.6, 65091

Urban Agricultural Incentive Zone

- Establishing an Urban Agricultural Incentive Zone, Govt. Code § 51042

Water

- Declaring water shortage emergency, Water Code § 351
- Adopting a water conservation program, Water Code § 375
- Controlling salinity input from residential self-regenerating water softeners, Water Code § 13148
- Adopting building standards more restrictive than graywater building standards, Water Code § 14877.3
- Establishing zones of benefit for water services, Govt. Code §§ 38743, 38745
- Plan to reduce urban per capita water use, Water Code §§ 10608.20, 10608.26
- Urban water management plans, Water Code §§ 10642, 10621, Govt. Code § 6066, 7295

Williamson Act

- Establishment of agricultural preserve, Govt. Code §§ 51230, 6061
- Material breach of Williamson Act contract, Govt. Code §§ 51250, 6061
- Notice of change of contract terms, Govt. Code § 51244
- Cancellation of Williamson Act contract, Govt. Code §§ 51284, 6061
- Notice of decision on agricultural preserve property, Govt. Code § 51248
- Notice of nonrenewal; renewal, Govt. Code § 51245
- Fees to recover costs for cancelling a Williamson Act contract, Govt. Code §§ 51287, 66016