



Date Received	_____
By	_____
Fee	_____
Case #	_____

## LIVESTOCK PERMIT

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Applicant (Print) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Contact Person/Representative \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Property Owner (Print) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

**Town of Yucca Valley  
Community Development/Public Works Department  
58928 Business Center Dr  
Yucca Valley, CA 92284  
760 369-6575 Fax 760 228-0084**

**Filing Fee: See Attached Fee Schedule.** Each Livestock Permit is valid for 12 months following its approval date. Prior to the permit expiring, the applicant should file a renewal. Certain types of animal keeping activities may require annual inspections. In addition, whenever a valid complaint is made against a permit holder, the Town may reinspect the property for possible code and conditions of approval violations.

**Submittal Requirements:**

- Application
- Filing Fee
- One copy of a site plan showing the animal keeping activity on the property.
- PROPERTY OWNERS LIST - with your application you must provide a (on labels, 33 per 82 x 11" page) of all property owners and their addresses within 300 feet of the exterior boundaries of the property in question. this list will be used for public notification (see attachment "A").

## HOW TO PREPARE A 300 FOOT RADIUS MAILING LIST

All LSP Applications require the applicant to submit a list of residents and property owners that live and/or own property within a 300-foot radius of the property in question. This process is required by the State of California to notify residents and property owners in the immediate vicinity. Staff will send public notices to these individuals informing them of the proposed project and scheduled public hearings. (Please refer to the attached map)

### *Step 1 : Where to Look?*

Obtain the appropriate page(s) from the Assessor=s Parcel Book.

Example: If your Assessor=s Parcel Number (APN) is 587-132-04, you would look in book number 587, page 13, block number 132, parcel number 4.

### *Step 2 : Determining the Radius*

To measure the 300-foot radius, measure 300 feet from property lines (**Not from the center of the property**). The measuring scale is usually located on the page. The measurement should extend from all four sides and four corners.

Example: As illustrated on the attached map, measure 300 feet from every side of the property line. Hence, the radius extends to adjacent streets and blocks.

### *Step 3 : Obtaining Addresses*

Once you have determined the 300-foot radius, you must identify the owners of those properties that are encompassed by the radius. You will then list the APNs as shown within the radius. You can obtain the corresponding names and addresses of the property owners at the San Bernardino County Assessor=s Office or a Title Insurance Company. There may be a fee for this service through a title company. The list of property owners must be on Avery labels, 33 per 82" x 11" page. This will be used for public notification.

Example: Assessor=s Parcel Number  
Any Name  
Any Street  
Any Town, State 00000

### *Step 4 : Notices*

Submit your mailing list with the LSP Application and staff will send public hearing notices to these individuals.