



PLANNING AND DEVELOPMENT  
CURRENT PLANNING DIVISION

*Culver* CITY

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## INSTRUCTIONS FOR PREPARING RADIUS MAP

The following information is required for all radius maps:

1. Prepare the map to scale.
2. Show all properties within a *500-foot* radius from the exterior boundaries of the subject property. Prior to producing a map, consult with the case planner to see if you are required to extend the boundary to the end of the block beyond the 500-ft radius. This map shall include all the information shown on the sample map, including streets, street names, lot lines, and house numbers.
3. Locate and cross-hatch or shade subject property.
4. Draw a 500-foot radius from the exterior boundaries of the subject property and any required extended boundaries. All properties touching the radius line shall be identified and included in the mailing list.
5. Show a north arrow, scale bar and Culver City boundary.
6. Provide three (3) legible sized maps and one (1) 8 ½ x 11 sized map.
7. Mailing label requirements: three (3) sets of gummed mailing labels and one (1) copy of the mailing labels which shall identify the consecutively numbered properties including assessors parcel number, owner names and mailing addresses of all property owners and all occupants. Also, the ownership numbers on the labels shall match the radius map.

***See the back side of this handout for an example of a radius map***



**EXAMPLE OF A 500-FOOT RADIUS MAP WITH  
EXTENDED BOUNDARY**

