



## COMMUNITY DEVELOPMENT DEPARTMENT

- Subject:** Affected Property Owner Notifications
- Issue:** The Town of Truckee requires distribution of Affected Property Owner (APO) Notifications to “all owners of real property as shown on the county’s latest equalized assessment roll.” This requirement is based in part on State law, specifically California Government Code Sections 65090 and 65091. According to Government Code Section 65091(a)(4), “In lieu of using the assessment roll, the local agency may use records of the county assessor or tax collector which contain more recent information than the assessment roll.”
- Town of Truckee staff now has access to the Nevada County Assessor’s Office “current” tax roll, which is updated by the Assessor continually throughout the year with changes to property ownership and mailing addresses. Using the current tax roll rather than the equalized roll will ensure the most up-to-date information for public noticing.
- Reference:** Development Code Section 18.180.030.B.2.c (Notice of Hearing, “Method of notice distribution”); Government Code Section 65091(a)(4) (Public Hearings).
- Policy/Procedure:** Effective immediately, Town of Truckee staff will prepare all APO Notifications in-house using the current tax roll information provided by the Nevada County Assessor’s Office to ensure the highest level of accuracy. The costs for preparing APO Notifications will be charged to the project applicant, including the hourly rate for staff time based on the fee schedule in effect at the time of preparation and a charge of \$0.50 per notification for the actual cost of the envelope and postage.
- As part of a future Development Code update, all references to notification requirements will be updated to reflect this change, including, but not limited to, Development Code Section 18.180.30.B.2.c.
- Effective Date:** March 29, 2013

Approved by:   
John McLaughlin, Director

Date: 03.29.2013