

## LEGAL ADVERTISEMENT REQUEST

This completed form, along with the Notice approved by County Counsel, must be received by the Clerk of the Board Office a **minimum of seven working days** prior to the publication date

### TO BE COMPLETED BY ORIGINATING DEPARTMENT

(See the back of this form for instructions)

Subject/Description: \_\_\_\_\_

Hearing Date: \_\_\_\_\_ (Attach draft or copy of Board letter)

Publication Date(s): \_\_\_\_\_

Code Sections Applicable: \_\_\_\_\_

Hearing notice must be published \_\_\_\_\_ days before hearing and requires \_\_\_\_\_ publication(s).

**All advertisements will be published in the Daily Transcript unless otherwise requested**

Publish in (Newspaper): \_\_\_\_\_

Mailings Required: Yes ☐ (Include Mailing Labels) No ☐

Posting Required: Yes ☐ No ☐

Billing Contact Name: \_\_\_\_\_ Billing Contact Phone No. \_\_\_\_\_

Department Name: \_\_\_\_\_ M.S. \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Department Approval: \_\_\_\_\_  
(Signature Required)

County Counsel Approval: \_\_\_\_\_  
(Signature Required)

### TO BE COMPLETED BY CLERK OF THE BOARD OFFICE

DATE: \_\_\_\_\_

Publish in (Newspaper): \_\_\_\_\_

Legal Ad No. \_\_\_\_\_ Publication Date \_\_\_\_\_

Clerk of the Board Authorized Signature \_\_\_\_\_

## INSTRUCTIONS FOR THE “LEGAL ADVERTISEMENT REQUEST” FORM

This completed form, along with the Notice approved by County Counsel, must be received by the Clerk of the Board Office a **minimum of seven working days** prior to the publication date. The originating department will complete the following:

DESCRIPTION: Preferably the title that will be on the Board letter in order that it can be easily identified.

HEARING DATE: Self-explanatory (will be pursuant to publication requirements).

### PUBLICATION

REQUIREMENTS: The originating department will specify the appropriate Federal, State, or County Code Sections and specify the publication requirements such as how many days prior to the hearing the notice needs to be published; how many times it needs to be published; whether notices need to be mailed to citizens within proximity of the project (if so, mailing labels need to be submitted). If posting is required, the original affidavit of posting must be submitted to the Office of the Clerk of the Board before the hearing date.

### BILLING

INFORMATION: Billing contact information for inter-departmental invoicing (***Non-General Fund Departments Only***).

### DEPARTMENT

APPROVAL: Signature of Director of the department approving the publication request, or a designated representative.

### COUNTY COUNSEL

APPROVAL: The Notice and Legal Advertisement Request must contain County Counsel's signature as to the content of notice and legal advertisement requirements.

### CONTACT

PERSON: Name and phone number of the person who can be contacted for additional information or questions regarding notice and/or publication.

The Clerk of the Board of Supervisors' Office will complete the bottom portion of the form.

For questions concerning the Legal Advertisement request, contact the Clerk of the Board of Supervisors, Legislative Services Section at (619) 531-5434.

If submitting electronically: The Legal Advertisement Request form (with digital signatures or approval log) along with a Word version of the notice should be sent to [Docket@sdcounty.ca.gov](mailto:Docket@sdcounty.ca.gov).

If submitting a hard copy: The Legal Advertisement Request form (with original signatures) and notice should be sent to the Clerk of the Board's office and a Word version of the notice must be sent to [Docket@sdcounty.ca.gov](mailto:Docket@sdcounty.ca.gov).