



LOS ANGELES CITY PLANNING COMMISSION

200 N. Spring Street, Room 272, Los Angeles, California, 90012, (213) 978-1300
www.lacity.org/PLN/index.htm

CITY PLANNING COMMISSION POLICY FOR SUBMITTAL OF WRITTEN MATERIALS ON AGENDIZED ITEMS

At its meeting of February 27, 2014, the City Planning Commission approved a resolution to amend the Los Angeles City Planning Commission Rules and Operating Procedures with the following submittal requirements for written materials.

- a. **Regular submissions.** All materials delivered in advance of the staff report becoming publicly available, must be submitted so that they are received fourteen (14) days prior to the City Planning Commission meeting. Materials must be delivered electronically to cpc@lacity.org and twenty (20) copies must be delivered or mailed to the Commission Executive Assistant at **200 North Spring Street, Room 272, Los Angeles, 90012**. The Commission Executive Assistant will send these submissions to the City Planning Commission together with the staff reports.
- b. **Rebuttal submissions.** All materials delivered in response to either the staff report or opposing submissions must be submitted no later than 48 hours before the commission meeting. Submissions, including exhibits, may not exceed ten (10) pages, must be submitted electronically to cpc@lacity.org and twenty (20) copies must be delivered to the Commission Executive Assistant at **200 North Spring Street, Room 272, Los Angeles, 90012**.
- c. **Day of hearing submissions.** Submissions may not be more than two (2) written pages, including exhibits. Photographs do not count toward the page limitation. Twenty (20) copies of the submission must be given to the Commission Executive Assistant prior to the start of the hearing who will distribute them to the City Planning Commission.
- d. **Non-complying submissions.** Submissions that do not comply with these rules will be stamped "**File Copy. Non-complying Submission.**" Non-complying submissions will be placed into the official case file, but they will not be delivered to or considered by the CPC, and will not be included in the official administrative record for the item at issue.
- e. A limited exception to the electronic submission requirement will be granted to those individual members of the public who do not have access to a computer or e-mail.