

**City of Los Angeles  
Department of City Planning**

**Affidavit of Mailing**

**Case Number:** \_\_\_\_\_

This Affidavit concerns (check one of the following):

- Public Hearing**
- Staff Report / Appeal Staff Report**
- Determination / Letter of Decision (LOD)**

I, \_\_\_\_\_, certify that I am an employee of the City of Los Angeles, on \_\_\_\_\_ mailed, postage prepaid, to the applicant and all parties required by the Municipal Code, as indicated below, on the case indicated above, a true copy of which is attached:

(Date)

**Public Hearing**

**Check Recipients Below:**

- \_\_\_ Owner, Applicant and Representative
- \_\_\_ Abutting Property Owners
- \_\_\_ Abutting Property Owners and Tenants
- \_\_\_ 500-foot Radius
- \_\_\_ HPOZ or DRB Board
- \_\_\_ Council Office No. \_\_\_\_\_
- \_\_\_ Certified Neighborhood Council
  
- \_\_\_ \_\_\_\_\_
- \_\_\_ 100-foot Coastal Notice
- \_\_\_ Group Coastal Notice
- \_\_\_ State Coastal Commission
- \_\_\_ Adjacent City/ies
- \_\_\_ Los Angeles Unified School District
- \_\_\_ Caltrans
- \_\_\_ Other \_\_\_\_\_

**Staff Report / Appeal /  
Determination / Letter of Decision**

**Check Recipients Below:**

- \_\_\_ Owner, Applicant and Representative
- \_\_\_ Abutting Property Owners
- \_\_\_ Abutting Property Owners and Tenants
- \_\_\_ Persons who signed in at the hearing
- \_\_\_ Persons who requested notice in writing
- \_\_\_ Council Office No. \_\_\_\_\_
- \_\_\_ Certified Neighborhood Council
  
- \_\_\_ \_\_\_\_\_
- \_\_\_ Department of Building and Safety
- \_\_\_ Community Redevelopment Agency
- \_\_\_ Other \_\_\_\_\_

\_\_\_\_\_  
Staff Signature