



INSTRUCTIONS:

MAILING PROCEDURES
Public Noticing, Mailing Contractor and Label Preparation

PUBLIC NOTICING REQUIREMENTS: For most projects a public hearing is required at which the applicant or other interested persons have the right to speak on the proposed project. Depending on the type of application, public notification requirements will vary (see Item 4); however, all applications for which a public hearing is conducted will require the mailing of a written notice and the posting of the notice on the property in question. Additionally, for projects requiring discretionary review, the decision maker will notify abutting property owners and interested parties that a decision has been made via the mailing of the determination letter regardless of whether a public hearing was required or not.

BTC: BTC is the Department of City Planning’s mailing contractor, and must be used for the mailing of the public hearing notice(s). BTC can also be utilized to post the hearing notice on the site as well as mail out determination letters. Applicants must pay BTC for the mailing of the hearing notice prior to case filing; additionally, if directed by City Planning staff, applicants must also pay BTC for the mailing of the determination letters. BTC offers two tiers of mailing service: preparing the labels from a list of addresses of 20 or less provided by the applicant, or accepting formatted labels prepared by the applicant and ready for mailing. Refer to the samples in Item 7 below for the required mailing label format.

1. BTC LOCATIONS

<p>Downtown Los Angeles 201 N. Los Angeles Street, Suite 13 A Los Angeles, CA 90012 Telephone: (213) 617-9600 Fax: (213) 617-9643 E-mail: bettertc@aol.com</p>	<p>Van Nuys 14540 Sylvan Street Van Nuys, CA 91411 Tel: (818) 779-8866 Fax: (818) 779-8870 E-mail: bettertc@aol.com</p>
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2. BTC FEES AND HOURS

<p>Fees Labels and mailing.....\$ 1.88/address Appeals.....\$ 1.62/address Mailing only.....\$ 1.53/address Council notification.....\$ 13.00/case Sign posting.....\$ 75.00 for 1st sign; \$60.00 for each additional sign (on the same project site with the same case number)</p>	<p>Hours Monday – Friday 8 AM – 12 Noon and 1 PM – 4 PM Closed on all City holidays</p>
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3. BTC REQUIREMENTS

The items listed below must be submitted to BTC prior to case filing.

- i. One set of typed mailing labels addressed to current owners and occupants to be notified of the public hearing; or a list in the prescribed format for BTC to prepare the labels. Please note that property owner and project team information must be included in each ownership list, marked accordingly, and may not be handwritten.
- ii. An electronic Microsoft Excel spreadsheet of the ownership and occupants address list to be notified of the public hearing; or a list of owners and occupants in the prescribed format submitted to BTC on a flash drive, CD, or emailed to bettertc@aol.com prior to case filing. A template copy of the electronic spreadsheet file (in Microsoft Excel format) is available on the "Forms" section of the Planning Department Website at <http://planning.lacity.org/>. The file is backwards compatible with versions of Excel 2007 and earlier, as well as other spreadsheet applications including Google Doc and Apple Numbers.
- iii. One photocopy of the mailing list.
- iv. One photocopy of the Penalty of Perjury Statement.
- v. For Notifications to Abutting Properties: One photocopy of an 8½ x 11 reduced plot plan.
- vi. For Notifications to Properties within a Set Radius: One full size print of the Radius Map and one photocopy of an 8½ x 11 reduced Radius Map.

Please note that, at a minimum, in addition to BTC's requirements, a copy of the mailing list(s), one set of labels of abutting property owners (for decision letters), and a receipt from BTC must be submitted to City Planning at the time of filing.

4. NOTIFICATION RADIUS AND PARTIES TO BE NOTIFIED

At a minimum, the persons required to be notified will always include the Abutting Property Owners; depending on the action requested, notifying Abutting Occupants or Current Owners and Occupants of property within a radius of the site may also be required. To determine the applicable notification requirements, refer to the Zoning Code Section authorizing your request, the Findings/Specialized Requirements form for the specific action(s) being requested, or ask Planning staff for assistance.

a. Applicant Owned Property

If the applicant-owned property consists of more than one contiguous lot, then all the lots must be included and considered to be the subject property even if the request involves only a portion thereof.

b. Abutting Property Owners List

The abutting property owners list consists of adjoining properties, properties across the street or alley or having a common corner with the subject property. There must be a number on each label corresponding to a property on a Ownership Key Map.

c. Property Owners within a Set Radius

If the requested action requires notification beyond the abutting property an ownership list within that specified distance is required. In such cases, the required radius notification is most commonly 500 feet with a minimum of at least 20 different owners; however, there are some exceptions such as Coastal Development Permits and Site Plan Review. If you have questions regarding the prescribed radius, refer to the Zoning Code section which authorizes the requested action, the “Findings/ Specialized Requirements” form associated with your request or ask Planning staff for assistance. There must be a number on each label corresponding to the Radius Map (see the *Radius Map Requirements and Guidelines* for detailed instructions).

d. An individual mailing label for the Owner, Applicant, Representative and all other members of the Project Team must be included, in both the Abutting Property Owners Lists and the Property Owners within a Set Radius List, marked accordingly, and may not be handwritten.

e. Occupants List

A mailing list addressed to occupants of residential, commercial and industrial properties is also required for Site Plan Review, Coastal Development Permit, Design Review Board applications and all applications where the LAMC specified notification is to property owners/occupants within a 500-foot radius.

5. **SOURCE OF PROPERTY OWNERS INFORMATION**

An ownership address list can be obtained from map makers, the City Engineer, Mapping and Land Records Division or the County Assessor's Office. Obtaining the information from these sources may entail a turnaround time and a fee. Please note that this information must be obtained within 365 days of the public hearing date, and the applicant may be required to update the data prior to the public hearing.

6. **OFF-SITE SIGNS**

If an off-site sign (i.e. billboard) is located on the project site, the person, organization or company that has a legal interest in, owns or leases the sign must be notified of the public hearing; a mailing label is required to be included in the notification list for that entity. (Note: The LA Department of Building & Safety maintains an off-site sign list.)

7. **MAILING LABEL PREPARATION**

All mailing labels must be approximately 1” x 2-5/8” in size and on 8½” x 11” sheets of self-adhesive (peel and stick) paper. Labels which require cutting, moistening, etc. or large, oversized labels are not acceptable. All labels must be typed.

Sample Format for Property Owners Mailing Labels

(Abutting Owners and/or Owners within a specific radius)

1 Current Owner 123 S. Main Street Los Angeles, CA 90012	2 Current Owner 21421 Minnehaha Street Chatsworth, CA 91311	3 Current Owner 21423 San Jose Street Chatsworth, CA 91311
4 Current Owner 12410 San Jose Street Chatsworth, CA 91311	5 Current Owner 9720 Wilshire Blvd., Suite 200 Los Angeles, CA 90012-3618	6 Current Owner 10241 Jordan Street Chatsworth, CA 91331
<u>Applicant</u> Applicant Name 21428 San Jose Street Chatsworth, CA 91311-1234	<u>Representative</u> Representative Name Westmont Planning Group 28130 Western Ave., Suite 9 San Pedro, CA 90732	<u>Architect</u> Architect Name 9907 Gullo Avenue Glendale, CA 91206

NOTE: Numbers on mailing labels refer to ownership numbers on the radius map or the ownership map. Each individual owner, whether they own one lot or a number of lots, will have one individually assigned number. In the above sample the applicant is not the owner of the subject property, however, in subdivision, zone change, and general plan amendment cases the applicant must be the owner of the subject property.

Sample Format for Occupants Mailing Labels

10 Occupant 901 N Kodak Drive, Unit #1 Los Angeles, CA 90026	10 Occupant 901 N Kodak Drive, Unit #2 Los Angeles, CA 90026	10 Occupant 901 N Kodak Drive, Unit #3 Los Angeles, CA 90026
11 Occupant 846 N Maltman Avenue Los Angeles CA 90026	12 Occupant 831 N Kodak Drive Los Angeles, CA 90026	12 Occupant 831 ½ N Kodak Drive Los Angeles, CA 90026
14 Occupant 852 N Lucile Avenue Los Angeles, CA 90026	14 Occupant 854 N Lucile Avenue Los Angeles CA 90026	14 Occupant 856 N Lucile Avenue Los Angeles, CA 90026

NOTE: Use the same occupant number for all labels on the same property.

Sample of Format for Property Owners Mailing Labels for Tentative Tract Applications

2 TT 14938 Current Owner 88321 Campion Dr. Westchester, CA 90045	3 TT 14938 Current Owner 72256 W. 85 th St. Los Angeles, CA 90045	4 TT 14938 Current Owner 88322 Campion Dr. Westchester, CA 90045-2537
5 TT 14938 Current Owner 83044 Colegio DR Los Angeles, CA 90045	6 TT 14938 Current Owner 8320 E. Rayford Dr. Los Angeles, CA 90045	7 TT 14938 Current Owner 5831 Theresa Dr. Sunnydale, CA 93011
8 TT 14938 Current Owner 8325 Rayford Dr. Los Angeles, CA 90045	1 Applicant/Owner TT 14938 John D. Scott 72699 Manchester Los Angeles, CA 90045-3515	Engineer TT 14938 AIS Engineering & Surveying Attn: Kevin J. Smith 335 N Broadway Burbank, CA 91506

NOTE: Numbers on ownership labels include reference to ownership numbers on the radius map and to the Tentative Tract Application number.

8. EXCEL MAILING LIST

Each member of the project team (as identified on the *Master Land Use Permit Application*) must be included as an individual line in both the Excel spreadsheet version of the Property Owners List, as well as the Excel spreadsheet version of the Abutting Property Owners List.

Sample Format for Property Owners Excel Spreadsheet
(Abutting Owners and Owners within a specific radius)

MAP #	OWNER	ADDRESS	CITY	STATE	ZIP
1	Current Owner	123 S. Main Street	Los Angeles	CA	91311
2	Current Owner	21421 Minnehaha Street	Chatsworth	CA	91311
3	Current Owner	21423 San Jose Street	Chatsworth	CA	91311
4	Current Owner	12410 San Jose Street	Chatsworth	CA	91311
5	Current Owner	9720 Wilshire Blvd Suite 200	Los Angeles	CA	90012-3618
6	Current Owner	10241 Jordan Street	Chatsworth	CA	91311
	Mark K. Avery - Applicant	21428 San Jose Street	Chatsworth	CA	91311-1234
	Robert Westmont - Representative - Westmont Planning Group	28130 Western Ave Suite 9	San Pedro	CA	90732
	Nancy Mc Cubin - Architect	9907 Gullo Ave	Chatsworth	CA	91311

NOTE: Numbers in the Map # column of the Property Owner's Excel Spreadsheet refer to ownership numbers on the radius map or the ownership key map. Each individual owner, whether they own one lot or a number of lots, will have one individually assigned number. Where lots or parcels adjoin each other and share a common ownership, they are to be joined by a hook line and be assigned one ownership number. Please do not include hidden columns or rows in the Excel sheet.

Sample Format for Occupants Excel Spreadsheet

MAP #	TITLE	STREET NUMBER	CITY	STATE	ZIP
10	Occupant	901 N. Kodak Drive #1	Los Angeles	CA	90026
10	Occupant	901 N. Kodak Drive #2	Los Angeles	CA	90026
11	Occupant	846 N. Maltman Drive	Los Angeles	CA	90026
12	Occupant	831 N Kodak Drive	Los Angeles	CA	90026
12	Occupant	831 1/2 N. Kodak Drive	Los Angeles	CA	90026
14	Occupant	852 N. Lucile Drive	Los Angeles	CA	90026
14	Occupant	852 N. Lucile Drive	Los Angeles	CA	90026
14	Occupant	852 N. Lucile Drive	Los Angeles	CA	90026
14	Occupant	852 N. Lucile Drive	Los Angeles	CA	90026

NOTE: Use the same occupant number for all labels on the same property. Please do not include hidden columns or rows in the Excel sheet.

9. PROCEDURES FOR PREPARATION OF PENALTY OF PERJURY STATEMENT

The following sworn declaration is to be typed, signed and attached to the list of ownerships and list of occupants (as applicable) for all cases: (see next page)

PENALTY OF PERJURY STATEMENT

I hereby certify that to the best of my knowledge the attached radius map correctly depicts the required data obtained from the records of the City Engineer, City Clerk, and/or the Los Angeles Department of City Planning and, where appropriate, the State Division of Highways.

I further hereby certify that to the best of my knowledge, and under the penalty of perjury, the attached ownership list correctly shows the latest current owner addresses on the City Engineer’s land records as of the following date of preparation: _____. In certain circumstances, such as in annexation proceedings, where there may be no City Engineer records, the records of the County Assessor’s Office may be accepted by the City Planning Commission.

The attached Ownership List is an: Original Mailing List or Updated Mailing List

(Print or type)

(Signature)

I hereby certify that to the best of my knowledge and under the penalty of perjury, the attached occupants list correctly indicates addresses of the required occupants that fall within the radius as of the following date of preparation: _____.

The attached Occupants List is an: Original Mailing List or Updated Mailing List

(Print or type)

(Signature)

In certain instances, I may have been unable to verify all occupants, therefore the following indicates which occupants I was not able to identify. I understand that the Department of City Planning will determine if reasonable attempts were made to secure these addresses from the information provided below.

Ownership #	Reason unable to verify *	Attempts made to verify **	Additional Information

- * (1) Secured Building
- (2) Gated Yard
- (3) Refused Access
- (4) Other: Specify

- ** (1) Returned to building on three separate occasions
- (2) Efforts to contact owner or manager without success
- (3) Contact made with owner or manager, who refused to provide the information
- (4) Other: Specify

REMINDER TO APPLICANT AND PROJECT TEAM: The Department of City Planning will not utilize application maps and ownership lists which bear a date of more than 365 days old by the date of public notification. Furthermore, the applicant may be required to update the radius map and/or ownership list before the Department will schedule the public hearing for any discretionary application.