

**ON-SITE POSTING OF PUBLIC HEARING NOTICES – LAMC 12.20.3 M, 12.24 D 3, 12.27 C 3, 12.28 C 2 (b), 12.32 C 4 (c), 14.00 B 4 (c), 16.50 E 3, 17.07 A 1**

City of Los Angeles – Department of City Planning

1. Obtain the blank posting sign and certificate form at the City Planning Development Services Center. Or, make arrangements with BTC, the City's mailing contractor for public hearing notices, at (213) 617-9600 or (818) 779-8866 to post the sign (subject to a service fee).
2. The applicant or designated poster will receive official written notice of the date, time and location of the public hearing (hearing notice or agenda) and a map showing the subject property on the reverse side of the notice sheet. Appeal or other notices may not have maps on the reverse side. It is the responsibility of the applicant/owner or representative to contact the City Planning Department for verification of date, time and location of meeting.
3. Attach a copy of the front (the written hearing notice/agenda) and back (the radius map or, in Land Division cases, the Tentative Tract or Preliminary Parcel Map) of the written notice to the lower half of the sign to be posted. For appeals the radius map need not be affixed to the sign. For other cases without a map of the subject property on the back of the written notice, place the Site or Plot Plan in the referenced location instead. (See illustration A below).
4. Locate the sign in a conspicuous place on the subject site or structure (if developed) so that it can be easily read by the public. The sign must be sturdily attached to a wooden post if it will be free-standing. (See illustration B below).
5. Regardless of who posts the site, it is always the responsibility of the applicant/owner to assure that the notice is firmly attached, legible, and remains in that condition throughout the entire posting period, specified in item #7 below.
6. If the case involves more than one street frontage, post a sign on each street frontage involved. If a site exceeds five (5) acres in size, a separate notice of posting will be required for each five (5) acres or portion thereof. Each sign must be posted in a prominent location.
7. **YOU ARE REQUIRED TO POST THE SIGN 10 DAYS (5 DAYS IF ONLY GOING BEFORE A DESIGN REVIEW BOARD) BEFORE THE SCHEDULED PUBLIC HEARING, AND 10 DAYS BEFORE THE INITIAL CITY OR AREA PLANNING COMMISSION DECISION MEETING. FAILURE TO POST COULD RESULT IN DELAYING THE PROCESSING OF YOUR APPLICATION.**
8. If a hearing officer holds the public hearing, the applicant/owner must post both the public hearing and the initial commission meeting on the matter.
9. Return the signed and dated Certificate of Posting to the Department of City Planning with the correct case number entered at least two days prior to hearing or meeting.
10. Department policy requires that for verification of the date of posting, a minimum of two photographs must be taken and submitted to the Planning Department along with the completed Certificate of Posting. At least one photo should be the front page of a newspaper next to the sign with the date of the paper clearly readable in the photograph, and at minimum a second photo should show the sign(s) posted on the site from across the street.
11. After the hearing remove the posted sign from the subject property.

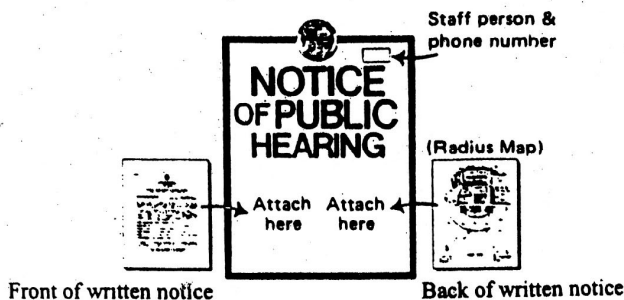


Illustration A

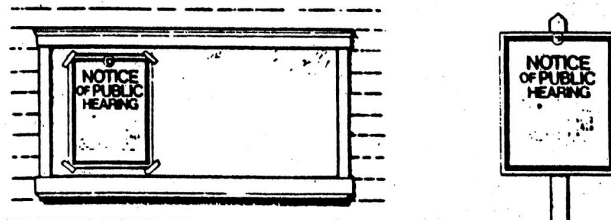


Illustration B

CERTIFICATE OF POSTING FOR PUBLIC HEARING

City of Los Angeles  
Department of City Planning  
200 North Spring Street  
Los Angeles, CA 90012-4801

CASE NO. \_\_\_\_\_

- ( ) Expedited Processing - Metro - Room 721
  - ( ) Expedited Processing - Valley - 6262 Van Nuys Blvd., Rm 351, Van Nuys, CA 91401
  - ( ) Neighborhood Project Plan Implementation Division-Metro - Room 621
  - ( ) Neighborhood Project Plan Implementation Division- Valley - 6262 Van Nuys Blvd., Rm 430 Van Nuys, CA 91401
  - ( ) Historic Preservation Overlay Zones - Room 601
  - ( ) Subdivisions/Parcel Maps - Metro - Room 721
  - ( ) Subdivisions/Parcel Maps - Valley - 6262 Van Nuys Blvd., Rm 351, Van Nuys, CA 91401
  - ( ) Zoning Administration - Room 763
  - ( ) City/Area Planning Commission Office - Room 272
- To verify the Commission information, call the Commission Office at (213) 978-1300.

CERTIFICATE OF POSTING

This certifies that I/WE have posted the "NOTICE OF PUBLIC HEARING" sign for

\_\_\_\_\_

\_\_\_\_\_ (type of request)

located at \_\_\_\_\_ (address of development)

Public Hearing scheduled \_\_\_\_\_

I hereby certify under the penalty of perjury that I posted the above-mentioned NOTICE OF PUBLIC HEARING on the

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Applicant/Owner (Print)

OR

\_\_\_\_\_  
Representative/Posting Agent (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

THE PROCESSING OF YOUR CASE WILL NOT BE COMPLETED UNTIL THIS FORM IS RETURNED, ALONG WITH THE REQUIRED PHOTOGRAPHS VERIFYING THE POSTING TO THE CASE FILE FOR YOUR PROJECT (SEE ABOVE FOR ROOM NUMBERS).

REGARDLESS OF WHO POSTS THE SITE, IT IS ALWAYS THE RESPONSIBILITY OF THE APPLICANT/OWNER TO ASSURE THAT THE NOTICE IS FIRMLY ATTACHED, LEGIBLE, POSTED FOR PUBLIC VIEW FROM THE PROPERTY STREET FRONTAGE, AND REMAINS IN THAT CONDITION THROUGHOUT THE ENTIRE POSTING PERIOD.