INSTRUCTIONS FOR
ON-SITE POSTING OF NOTICE ON INTENT
MOUNT WASHINGTON/GLASSELL PARK
SPECIFIC PLAN
(Ordinance No. 168,707)

The applicant is required to post a "Notice of Intent" for each Project Permit application submitted pursuant to Section 8.E.3 of the subject ordinance, within five (5) days after the application has been filed. PLEASE READ THE FOLLOWING INSTRUCTIONS.

a. The APPLICANT MUST ADD THE ADMINISTRATIVE CASE NUMBER TO, and post, the "Notice of Intent" in a conspicuous place on the subject property or structure (if developed) so that it can be easily read by the public from the adjacent right-of-way. The sign must be sturdily attached to a wooden post if it will be freestanding.

b. Regardless of whom posts the site, it is always the responsibility of the applicant/owner to assure that the notice is firmly attached, legible, and posted for public view from the property street frontage, and remains in that condition throughout the entire posting period, until the subject application request is approved.

c. You will be required to replace said Notice if it becomes damaged or it disappears from the site, within the posting period. Failure to keep the subject property posted may affect the approval of the subject request.

d. If the site involves more than one street frontage, post a sign on each street frontage involved.

e. Department policy requires that for verification of the date of posting, a minimum of two (2) photographs must be taken (one including the front page of a newspaper with the date clearly readable in the photograph next to the sign and another showing the sing(s) posted on the site from across the street). Include a copy of the newspaper used in the photographs, along with the photographs.

f. The processing of your request for determination will not be completed until the "Certificate of Posting" is returned to the subject application case file for your project.

g. Return the signed and dated "Certificate of Posting" along with photos and copy of newspaper, to the Department of City Planning, Central Project Planning Division, Room 621, 200 North Spring Street, Los Angeles, Ca., 90012.

YOUR APPLICATION REQUEST WILL NOT BE DEEMED COMPLETE UNTIL THE CERTIFICATE OF POSTING AND REQUIRED PHOTOGRAPHS AND THE COPY OF THE NEWSPAPER ARE RETURNED TO THE CASE FILE FOR THE SUBJECT PROJECT.
CERTIFICATE OF POSTING
MOUNT WASHINGTON/GLASSELL PARK
SPECIFIC PLAN
(Ordinance No. 168,707)

Case No. DIR- 20__ - _____________________ - SPP

This certifies that I/we have posted the “Notice of Intent” as required by the Mount Washington/Glassell Park Specific Plan, pursuant to Section 8.E.3 of the subject Ordinance AND that it shall remain posted throughout the entire posting period:

Project Address: __________________________________________

Project Type: ( ) New Construction ( ) Resubmittal
( ) Addition to an existing building ( ) Exterior Remodeling

I hereby certify under a penalty of perjury that I have posted at the above-mentioned address a “NOTICE OF INTENT” ON ________________, 20__________.

_________________ OR ____________________
Owner/Applicant (Print) Representative/Posting Agent (Print)

_________________ ___________________
Signature Signature
Date: ___________________________ Date: ___________________________

I. The processing of your case will NOT be deemed completed until this “Certificate of Posting” is returned to the case file for your project in the Planning Department’s Central Project Planning Division, Northeast Los Angeles Unit.

II. Department policy requires the following for verification of the date of posting.

A. A minimum of two (2) photographs must be taken

1. One including the front page of a newspaper with the date clearly readable in the photograph next to the sign, including the case number and,

2. Another showing the sign(s) posted on the site from across the street.

B. Include a copy of the newspaper used in the photographs, along with the photographs.

III. Regardless of whom 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, until approval of the subject request.