

## INSTRUCTIONS FOR SENDING NOTICE OF PROPOSED DEVELOPMENT PRESENTATION

Before presenting a proposed development project to the Land Use Committee (“LUC”) of the Westside Neighborhood Council (“WNC”) or the Board of the WNC, the WNC requires the project applicant/developer to notify neighboring stakeholders that a presentation will take place. The following notice instructions are to be complied with by all project applicants/developers before making a presentation to LUC or the WNC Board.

\* \* \*

1. Notice must be provided to:
  - (a) all owners and occupants within a **1000 foot radius** of the project site be notified; etc.); and
  - (b) a list of WNC Board and Committee members as provided by the LUC chair.
2. Notice must be **postmarked** at least ten (10) days prior and not more than fifteen (15) days prior to any LUC or WNC Board meeting at which a presentation will take place.
3. Notice must be reproduced and mailed by one of the following printing/mailing services. Please contact these services to ensure that the mailing can be compiled and postmarked in accordance with timing provisions listed above. The applicant/developer is responsible for paying all costs directly to the printing/mailing service.

**The Sketch Farm Inc.**  
10835 Santa Monica Blvd.#102  
Los Angeles, CA 90025  
Contact: Shlomo Fattal  
Phone: 310-470-4700  
design@sketchfarm.com  
www.sketchfarm.com

**West LA Print and Copy**  
11577 Olympic Blvd.  
Los Angeles, CA 90064  
Phone: 310-473-5620  
Fax: 310-478-1532  
service@westlaprint.com

**Copyland**  
11717 W. Pico Blvd.  
Los Angeles, CA 90064  
Contact person: Daniel  
Phone: 310 479-3957

4. Please provide the selected printing/mailing service with the following:
  - (a) the **two-sided** notice flyer which may be obtained from the LUC chair; and
  - (b) a list of addresses of each party that is to be noticed (in mailing label format).
5. The notice is to be printed on two sides, tri-folded, sealed and mailed first-class without an envelope.

REVISED 2/2008