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.