

**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 sign(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.**

