



MAILING PROCEDURES

BTC Requirements

Better Technology Corporation (BTC)

BTC is Los Angeles City Planning's mailing contractor. Applicants are required to pay BTC for mailing of the Notice of Public Hearing approximately 6-8 weeks prior to a scheduled public hearing date and/or the mailing of the Letter of Determination (LOD).

BTC offers two tiers of mailing service: (1) preparing labels from a list of up to 20 addresses provided by the Applicant; or (2) accepting formatted labels prepared by the Applicant and preparing for mailing. Refer to the samples under **Mailing Label Preparation** below for the required mailing label format.

BTC Locations and Hours

Downtown Los Angeles
201 North Los Angeles Street, Suite 13A
Los Angeles, CA 90012
T: (213) 617-9600 F: (213) 617-9643
Email: bettertc@aol.com

Van Nuys
14540 Sylvan Street
Van Nuys, CA 91411
T: (818) 779-8866 F: (818) 779-8870
Email: bettertc@aol.com

Hours: Monday – Friday, 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 4:00 p.m. Closed on City holidays.

BTC Fees

Labels and Mailing ¹	\$2.61/address	Sign Posting	\$85.00 for 1 st sign
Mailing Only	\$2.21/address		\$70.00 for each additional sign (on the same project site with the same case number) ²
Appeals	\$2.61/address		
Council Notification	\$14.00/case		

BTC Submittal

The items listed below must be submitted to BTC when requested by the Project Planner:

- **Mailing Labels.** One set of typewritten mailing labels addressed to parties to be notified of a public hearing and/or the LOD; or a list in the prescribed format for BTC to prepare the labels
- **Photocopy of the Mailing Labels**

¹ Please be advised that this service will be invoiced as "Color Fold Over".

² To determine the applicable posting requirements, consult with Planning Staff.

- **Excel Spreadsheet of Mailing List**
- **Photocopy of the Penalty of Perjury Statement**
- **Notification Map (as applicable)**
 - One 8½ x 11 reduced size Ownership Key Map for notifications to **Abutting Properties**; or
 - One 24 x 36 full size Radius Map and one 8½ x 11 reduced size Radius Map for notifications to **Property Owners and Occupants within a Set Radius**

Mailing Label Preparation

All mailing labels must be approximately 1” x 2-5/8” in size and on 8½” x 11” sheets of self-adhesive (peel and stick) paper. Labels which require cutting, moistening, or large, oversized labels are not acceptable. All labels must be typewritten.

Except for the Project Team, each label must be numbered and correspond to an Ownership Key Map (e.g., District Map, ZIMAS Map) or Radius Map, as applicable. See Radius Map Requirements and Guidelines ([CP-7826](#)) for detailed instructions.

An ownership address list can be obtained from map makers, the City Engineer, Mapping and Land Records Division, or the County Assessor's Office. Please be advised that obtaining information from these sources may entail fees and turnaround time. In addition, this information must be obtained within 365 days of mailing label use; otherwise, the Applicant will be required to update the information prior to scheduling the public hearing.

Sample Format for Property Owners Mailing Labels

(Abutting Property Owners and/or Property Owners and Occupants within a Set Radius)

1 Current Owner 123 S Main Street Los Angeles, CA 90012	2 Current Owner 21421 Minnehaha Street Chatsworth, CA 91311	3 Current Owner 21423 San Jose Street Chatsworth, CA 91311
4 Current Owner 12410 San Jose Street Chatsworth, CA 91311	5 Current Owner 9720 Wilshire Blvd, Suite 200 Los Angeles, CA 90012-3618	6 Current Owner 10241 Jordan Street Chatsworth, CA 91331
<u>Applicant</u> Applicant Name 21428 San Jose Street Chatsworth, CA 91311-1234	<u>Representative</u> Representative Name Westmont Planning Group 28130 Western Avenue, Suite 9 San Pedro, CA 90732	<u>Architect</u> Architect Name 9907 Gullo Avenue Glendale, CA 91206

NOTE: Each owner, whether they own one lot or multiple lots, shall have one individually assigned number.

Sample Format for Occupants Mailing Labels

10 Occupant 901 N Kodak Drive, Unit #1 Los Angeles, CA 90026	10 Occupant 901 N Kodak Drive, Unit #2 Los Angeles, CA 90026	10 Occupant 901 N Kodak Drive, Unit #3 Los Angeles, CA 90026
11 Occupant 846 N Maltman Avenue Los Angeles, CA 90026	12 Occupant 831 N Kodak Drive Los Angeles, CA 90026	12 Occupant 831 ½ N Kodak Drive Los Angeles, CA 90026
14 Occupant 852 N Lucile Avenue Los Angeles, CA 90026	14 Occupant 854 N Lucile Avenue Los Angeles CA 90026	14 Occupant 856 N Lucile Avenue Los Angeles, CA 90026

NOTE: Use the same number for all labels corresponding to occupants residing on the same property.

Sample of Format for Property Owners Mailing Labels - Tract Map Applications

2 TT 14938 Current Owner 88321 Campion Drive Westchester, CA 90045	3 TT 14938 Current Owner 72256 W 85th Street Los Angeles, CA 90045	4 TT 14938 Current Owner 88322 Campion Drive Westchester, CA 90045-2537
5 TT 14938 Current Owner 83044 Colegio Drive Los Angeles, CA 90045	6 TT 14938 Current Owner 8320 E Rayford Drive Los Angeles, CA 90045	7 TT 14938 Current Owner 5831 Theresa Drive Sunnydale, CA 93011
8 TT 14938 Current Owner 8325 Rayford Drive Los Angeles, CA 90045	1 Applicant/Owner TT 14938 John D. Scott 72699 Manchester Los Angeles, CA 90045-3515	<u>Engineer</u> TT 14938 AIS Engineering & Surveying Attn: Kevin J. Smith 335 N Broadway Burbank, CA 91506

NOTE: Include reference to the Tract Map number in the top right corner.

Excel Mailing List

An electronic Microsoft Excel spreadsheet of the Property Owners and Occupants to be notified of the public hearing; or a list of Property Owners and Occupants in the prescribed format submitted to BTC on a flash drive, CD, or emailed to bettertc@aol.com. A template copy of the electronic spreadsheet file in Microsoft Excel format (CP-2074T) is available on the Forms Section of the Planning website at <http://planning.lacity.org/development-services/forms>.

- Each member of the Project Team must be included as an individual line in both the Excel spreadsheet version of the Property Owners List and the Abutting Property Owners List. The Project Team information must be at the beginning of the spread sheet.
- Headers shall use only one word per column with no spaces, using the titles shown below.
- Include unit or suite numbers with address(es).

- Do not include blank rows.
- Except for the Project Team, each label must be numbered and correspond to an Ownership Key Map (e.g., District Map, ZIMAS Map) or Radius Map, as applicable. See Radius Map Requirements and Guidelines ([CP-7826](#)) for detailed instructions.

Sample Format for Property Owners Excel Spreadsheet
(Abutting Property Owners and Property Owners and Occupants within a Set Radius)

MAP	OWNERS	ADDRESS	CITY	STATE	ZIP
	Mark K. Avery – Applicant	21428 San Jose Street	Chatsworth	CA	91311-1234
	Robert Westmont – Representative – Westmont Planning Group	28130 Western Ave Ste 9	San Pedro	CA	90732
	Nancy Mc Cubin – Architect	9907 Gullo Ave	Chatsworth	CA	91311
1	Current Owner	123 S Main Street	Los Angeles	CA	91311
2	Current Owner	21421 Minnehaha Street	Chatsworth	CA	91311
3	Current Owner	21423 San Jose Street	Chatsworth	CA	91311
4	Current Owner	12410 San Jose Street	Chatsworth	CA	91311
5	Current Owner	9720 Wilshire Blvd Ste 200	Los Angeles	CA	90012-3618
6	Current Owner	10241 Jordan Street	Chatsworth	CA	91311

NOTE: (1) Each individual owner, whether they own one lot or multiple lots, shall have one individually assigned number. (2) Lots or parcels which adjoin each other and share common ownership shall be depicted as joined by a hook line and assigned one ownership number.

Sample Format for Occupants Excel Spreadsheet

MAP	OWNERS	ADDRESS	CITY	STATE	ZIP
10	Occupant	901 N Kodak Drive #1	Los Angeles	CA	90026
10	Occupant	901 N Kodak Drive #2	Los Angeles	CA	90026
11	Occupant	846 N Maltman Drive	Los Angeles	CA	90026
12	Occupant	831 N Kodak Drive	Los Angeles	CA	90026
12	Occupant	831 1/2 N Kodak Drive	Los Angeles	CA	90026
14	Occupant	852 N Lucile Drive	Los Angeles	CA	90026
14	Occupant	852 N Lucile Drive	Los Angeles	CA	90026
14	Occupant	852 N Lucile Drive	Los Angeles	CA	90026
14	Occupant	852 N Lucile Drive	Los Angeles	CA	90026

NOTE: Use the same number for all labels corresponding to occupants residing on the same property.

Penalty of Perjury Statement

The individual preparing the mailing lists and maps must sign a Penalty of Perjury Statement certifying the accuracy of the lists and maps provided. The sworn declaration is to be typewritten, signed, and attached to the mailing list for all cases. See the last page of these instructions for a copy of the Statement.

Please be advised that the date of the signature provided on the Perjury Statement must be dated within 365 days of the preparation of the notification map and from mailing label use; otherwise, the Applicant will be required to update the information prior to case intake or scheduling the public hearing, respectively.

General Information

Letter of Determination

Entitlement requests for which a decision is rendered shall require, at minimum, mailing of the Letter of Determination (LOD) to Abutting Property Owners and Interested Parties, in addition to any requirements for notification for a public hearing that may apply below.

Notice of Public Hearing & Site Posting

Depending on the type of application filed for a project, a public hearing may be required. Applications for which a public hearing is conducted requires the mailing of a written notice and posting of the notice on the project site. Public notification and site posting requirements may vary. To determine the applicable notification and posting requirements, consult with Planning Staff.

Notification Radius and Parties to Be Notified

At a minimum, the persons required to be notified of a public hearing shall always include Abutting Property Owners. Depending on the action(s) requested, notifying Property Owners and Occupants within a set radius of the subject property may be required. To determine the applicable notification radius, consult with Planning Staff. See below for more information.

1) Subject Property

If the Property Owner owns additional lots which are contiguous to the project site, all contiguously owned lots must be included and considered as the **Subject Property**, even if the request involves only a portion thereof.

2) Abutting Property Owners List

The **Abutting Property Owners List** consists of property owners of properties which share a common property line/point, properties across the street or alley, or having a common corner with the Subject Property.

3) Property Owners and Occupants within a Set Radius List

If the requested action requires notification within a set radius, a **Property Owners List** and an **Occupants List** including all residential, commercial, and industrial properties within that specified radius, are required. To determine the applicable notification requirements, consult with Planning Staff.

4) Project Team Information

Individual mailing labels shall be provided for the Owner, Applicant, Representative, and all other members of the Project Team, as identified on the Department of City Planning Application ([CP-7771.1](#)), on the Abutting Property Owners List and the Property Owners within a Set Radius List.

These shall be labeled accordingly and may not be handwritten.

5) Off-Site Signs

If an off-site sign (e.g., billboards) is located on the Subject Property, the person, organization, or company that has a legal interest in, owns, or leases the sign must be notified of the public hearing. An individual mailing label shall be provided for that entity. (Note: The Los Angeles Department of Building & Safety maintains a list of off-site signs.)

Additional Requirements

DSC Submittal

The following materials shall be submitted to DSC Staff at the time of case filing:

1) ZIMAS Map

- One printed copy of the ZIMAS map highlighting all contiguously owned parcels, even if not associated with the proposed project work scope. Exceptions include, but are not limited to, requests that are boundary specific in nature such as a Zone Change, Zone Boundary Adjustment, or Subdivision Map. Consult with Planning staff for clarification in your circumstance or case.
- Electronic copy of ZIMAS map.

Note that additional notification materials may be required at the time of case filing if outlined in entitlement-specific Filing Instructions, Specialized Requirements, or Referral Forms.

Project Planning Submittal

The following materials shall be submitted to the Project Planner approximately 6-8 weeks prior to a scheduled public hearing and/or prior to the issuance of the LOD. These materials will be requested by the Project Planner processing the case.

1) BTC Receipt

Provide a copy of the BTC Receipt verifying that BTC has received all noticing materials and fees. If posting is required, determine whether BTC will do the posting.

2) Penalty of Perjury Statement

Provide an original, wet-signed Penalty of Perjury Statement certifying the accuracy of the notification map and mailing labels provided and dated within 365 days of mailing label use.

3) Copy of Mailing List(s)

- Provide a copy of the Mailing List(s) submitted to BTC. This list will encompass either **Abutting Property Owners** or **Property Owners and Occupants within a Set Radius** of the Subject Property, as specified by the authorizing LAMC Section and applicable Findings/Specialized Requirements Forms.

4) Copy of Notification Map

As applicable, provide:

- One reduced size copy of the Key Ownership Map for notification to **Abutting Property Owners, or**
- One full size and one reduced sized copy of the Radius Map for notification **Property Owners and Occupants within a Set Radius.**

5) Mailing Labels for Letter of Determination (never waived)

Provide one set of self-adhesive, typewritten mailing labels of all **Abutting Property Owners** for mailing of the LOD. All mailing labels must be prepared accordance with the instructions provided above and dated within 365 days of the issuance of the LOD.

6) Electronic Copy of Exceling Mailing List

Provide a duplicate electronic file of the Microsoft Excel spreadsheet provided to BTC.

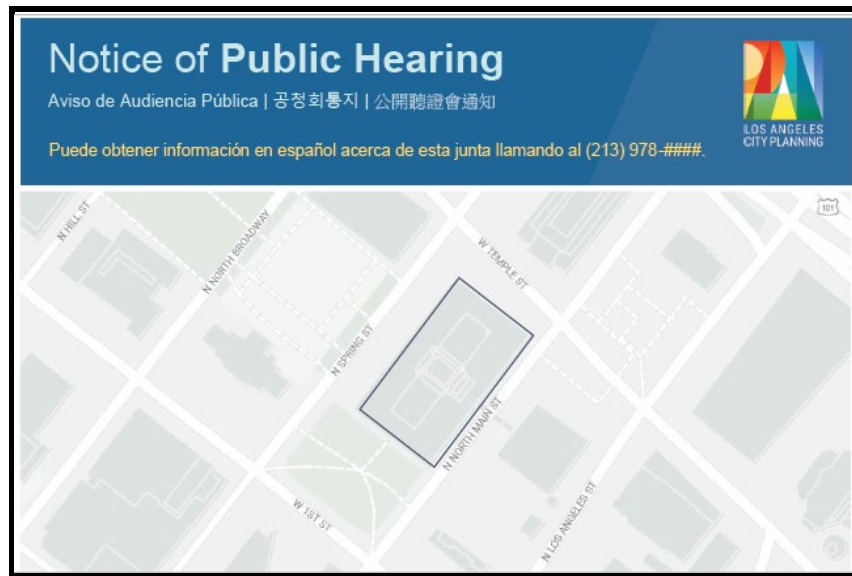
7) Electronic Map of Subject Site

If a public hearing is required, provide an electronic map shall be submitted for inclusion on the Notice of Public Hearing, as described below:

- Provide a high-resolution electronic file of a map of the project site in JPEG format. The high-resolution image should measure 3.75"x 8" at 300 dpi (dots per inch).
- Do not use a satellite image as a map of the site, as these images are often outdated.
- The project site shall be outlined and located at the center of the map.
- Unlike the Radius Map, this map shall only outline the project site and not any additional properties that are also owned by the owner.³ For example, if the project is a tenant space in a shopping center, outline only the tenant space, and not the entire shopping center.

³ The Radius Map may be used as a baseline map; however, it must meet all the specifications described above, and shall not include the radius lines.

- The map must be zoomed in to show at least two labeled, adjacent streets and may identify surrounding parcels and uses.
- Include a copy of this electronic map with the duplicate file provided to the applicable Neighborhood Council.
- See example provided below:



PENALTY OF PERJURY STATEMENT

I hereby certify that to the best of my knowledge the attached adjacent ownership map or radius map correctly depicts the required data obtained from the records of the City Engineer, City Clerk, and/or the Los Angeles City Planning and, where appropriate, the State Division of Highways.

I further hereby certify that to the best of my knowledge, and under the penalty of perjury, the attached ownership list correctly shows the latest current owner addresses on the City Engineer's land records as of the following date of preparation: _____. In certain circumstances, such as in annexation proceedings, where there may be no City Engineer records, the records of the County Assessor's Office may be accepted by the City Planning Commission.

The attached Ownership List is an: Original Mailing List or Updated Mailing List

_____ (Print or type) _____ (Signature)

I hereby certify that to the best of my knowledge and under the penalty of perjury, the attached occupants list correctly indicates addresses of the required occupants that fall within the radius as of the following date of preparation: _____.

The attached Occupants List is an: Original Mailing List or Updated Mailing List

_____ (Print or type) _____ (Signature)

In certain instances, I may have been unable to verify all occupants, therefore the following indicates which occupants I was not able to identify. I understand that the Los Angeles City Planning will determine if reasonable attempts were made to secure these addresses from the information provided below.

Ownership #	Reason Unable to Verify*	Attempts Made to Verify**	Additional Information

* (1) Secured Building
 (2) Gated Yard
 (3) Refused Access
 (4) Other: Specify

** (1) Returned to building on three separate occasions
 (2) Efforts to contact owner or manager without success
 (3) Contact made with owner or manager, who refused to provide the information
 (4) Other: Specify