



## **HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL**

Noticing Guidelines (Voluntary) for Residential Real Estate Developers

Adopted April 20, 2006

WHEREAS, a voluntary noticing guideline for developers would be beneficial to engage the developer and stakeholders in a dialogue early in the process to help ensure that the project is openly discussed.

THEREFORE, we adopt the following Voluntary Noticing Guideline:

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### NOTICING GUIDELINES (VOLUNTARY) FOR RESIDENTIAL REAL ESTATE DEVELOPERS

1. Residential real estate projects; whether for-sale or rental, whether involving ground-up construction or conversion, of five (5) or more units within the boundaries of the Hollywood Hills West Neighborhood Council (hereafter referred to as HHWNC)
2. The Area Chair is the Lead Chair to invite Housing and Transportation Chairs; and other relevant Area Chairs and Issue Committee Chairs to a Joint Meeting for the First Developer Noticed Presentation of the proposed project. All mixed-use projects shall include the Business Development Chair.
3. Ten days prior to the First Developer Noticed Joint Meeting, the developer shall notify by USPS mail to all stakeholders; tenants, residential and business owners addresses within 500 feet from the corners of the proposed development. This notification shall follow the guidelines of the City of Los Angeles Planning Department "Tract Map" hearing noticing requirement to the extent that its provisions do not conflict with any bylaws or resolutions of the HHWNC.
4. The notification shall include a copy of the posted Joint Meeting Agenda from the HHWNC website. In addition, it is recommended that the developer include the following information:
  - a. Project size and scope,
  - b. Variances, zoning code, or other area overlay changes requested,

- c. A site map,
  - d. A rendering or colored elevation, and
  - e. Photos and elevation heights of adjoining and area properties.
5. The envelope containing the notification shall have in the return address:

**Hollywood Hills West Neighborhood Council**  
***Important Community Meeting***  
7095 Hollywood Blvd., #1004,  
Hollywood, CA 90028-8903