

**VENICE NEIGHBORHOOD COUNCIL**  
**LAND USE & PLANNING COMMITTEE'S**  
**Neighborhood Notification Policy**

1. Following an Applicant's request for hearing, the Land Use & Planning Committee (“LUPC”) will set the Applicant's issue for hearing at the next available date, preferably no earlier than 30 days (the “Hearing Date”).
2. The Applicant must then provide written notice of the intended project within 10 days of receiving the Hearing Date, to the area's neighborhood association (e.g. the Canals Association, PRNA, NoRo Association, etc.) based on a list of neighborhood associations compiled by the VNC Neighborhoods Committee, with a copy of the LUPC Chair. The notice must describe the Applicant's request, and provide the Hearing Date. The notice must also provide phone and email contact information for the Applicant, and state that they will make themselves available for at least one neighborhood meeting prior to the LUPC meeting on reasonable notice and request (the “Neighborhood Meeting”). The Neighborhood Meeting shall take place at least 5 days prior to the Hearing Date.
3. Following coordination with the neighborhood association, the Applicant must provide the same notice to each residence or business, with a copy to the LUPC Chair, within a certain radius around the project, based on an applicable "Radius Map" or at LUPC's discretion. This notice will also state the date, time, and location for the Neighborhood Meeting, jointly hosted by the Applicant and the neighborhood association.
4. Alternatively, if there is no functioning neighborhood association, within 10 days after the Applicant receives the Hearing Date, the Applicant must provide the same notice as required in paragraph 3 above, with the exception that the Applicant will solely host the Neighborhood Meeting.
5. A LUPC staff member will then be assigned to attend the neighborhood meeting. That LUPC member will also be responsible for signing off on the Applicant's notices, as required by LUPC only, to the neighborhood, and will be the member assigned to prepare the Staff Report for the LUPC meeting.
6. The aforementioned notices are as required by LUPC only, and shall not act in lieu of any other notices required by city, county, state or federal requirements, or otherwise.