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PACIFIC PALISADES CIVIC LEAGUE

**Information Regarding The Neighborhood Comment Sheet**

(For second story additions, new multi-family and single-family residences, and one-story additions whose eave height at the building setback is greater than 12'-0" ONLY)

The attached Neighborhood Comment Sheet, along with a reduced set of plans will be sent by the Civic League office to the appropriate property owners surrounding your project. For single family residences eight packages are sufficient. For larger, multi-family projects, the Civic League may request a greater distribution.

The diagram on the Neighborhood Comment sheet is a rough sketch and may not exactly duplicate the situation of your project site.

The applicant is required to submit eight (8)\* envelopes (#10 envelope or larger, as appropriate) with the **appropriate postage** (check the size/weight of each envelope) affixed addressed to "Property Owner" as follows:

Neighbor Lot Nos

- (1) and (2) - The properties on the right and left sides of the proposed construction (even if a street separates the project from the neighboring property).
- (3), (4) & (5) - The three properties across the street from the project.
- (6), (7), & (8) - The three properties behind the project (even if a street separates the project from these properties).

PLEASE COMPLETE THE FOLLOWING ON THE NEIGHBORHOOD COMMENT SHEET (NCS):

The applicant should fill in the address of the 8 neighbors in the appropriate boxes of the diagram, AND

Fill in the project address on the line provided, AND

Fill in the name of the contact person (owner or Architect) AND their telephone number, e-mail address..

Make 8 copies of the NCS, and submit to the Civic League along with the original NCS (for a total of 9).

\*It is important that neighboring property owners who may be impacted by your project be given a chance to express their acceptance of the design or concerns. Therefore, if more than eight properties are impacted, please submit stamped, addressed envelopes and inserts for the additional properties impacted. Be sure to place adequate postage for the packages. The Civic League is NOT responsible to add postage. This could delay the processing of the project.

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**SUBMISSION CHECKLIST**

Prior to submission, be sure you have done the following:

- \_\_\_\_\_ Completed both pages of the application form.
- \_\_\_\_\_ Attached a check for the application and membership fee
- \_\_\_\_\_ Included all 2 sets of full size plans required, and folded them to 8-1/2 x 11.
- \_\_\_\_\_ Included 14 stapled sets of 8-1/2 x 11 reduced plans as described (full sets)
- \_\_\_\_\_ Included 9 stapled sets of 8-1/2 x 11 reduced plans as described (sets without floor plans)
- \_\_\_\_\_ Included the Corporation Grant Deed
- \_\_\_\_\_ Completed the applicable portions of the Neighborhood Comment Sheets, 9 copies needed
- \_\_\_\_\_ Addressed envelopes to the 8 neighbors surrounding your project
- \_\_\_\_\_ Place appropriate postage on each envelope
- \_\_\_\_\_ Included any other materials requested on the application form