

## "Public Notices"

general purpose of this Ordinance:

- 3-That the granting of the variance will not result in material damage or prejudice to other property in the vicinity, nor be detrimental to the public safety or welfare.

## C. Filing of Applications:

Applications for variances and conditional permits shall be made in writing to the City Engineer, on forms provided by the City for this purpose. The Planning Commission shall prescribe the information to be provided thereon. Such applications shall be numbered consecutively in the order of their filing and shall become a part of the permanent official records of the City, and there shall be attached to each such application copies of all notices and actions pertaining thereto. A uniform fee of \$15.00 shall be paid to the City upon the filing of each application for the purpose of defraying the expenditures incidental to the proceedings prescribed herein. The City Engineer shall refer each such application to the City Planning Commission at its next regular meeting.

## D. Information Required:

- 1-The application or motion for a variance shall set forth in detail such facts as in the opinion of the applicant or Planning Commission pertaining to sub-paragraphs 1, 2 and 3 of Paragraph B of this Section, and shall be accompanied by:
- Complete plans and description of the property involved and the proposed use, with ground plans and elevations for all proposed buildings;
  - A reference to the provisions of the Ordinance from which such property is sought to be exempted;
  - The names and addresses of all owners of property within a distance of three hundred (300) feet from the exterior limits of the property involved in said application, as shown by the latest assessment roll of the County of Los Angeles;
  - Evidence of the ability and intention of the applicant to proceed with the actual construction work in accordance with said plans within six (6) months from date of filing.

- 2-The Planning Commission shall cause to be made by its own members or a member of its staff, such investigations of fact bearing on such application as will serve to provide all necessary information to assure that the action on each such application is consistent with the intent and purpose of this Ordinance.

## E. Public Hearings:

- 1-Upon receipt from the City Engineer of an application in proper form, the Planning Commission shall fix a time and place of public hearing thereon not less than fifteen (15) days nor more than forty (40) days thereafter. Not less than ten (10) days before the date of such public hearing, public notice shall be given of such hearing in the following manner:
- By at least one publication in a newspaper of general circulation within the City. Such notice shall state the nature of the request, the location of the property, and the time and place of the hearing.
  - By mailing, postage prepaid, to each property owner whose name and address appears in such application (as provided in sub-paragraph 1 of paragraph D of this section) a postcard informing said owners of the nature of the case, the location of the property, and the time and place of the hearing.
- 2-The failure on the part of any person or any addressee of any such postal notices to give due and careful consideration to any such notice as hereinabove provided for, shall in no wise affect the validity of such proceedings, provided such publication and mailing shall have been done in good faith.
- 3-Public hearings as provided for in this section shall be held before the Planning Commission at the time and place for which public notice has been given as hereinabove required. The Planning Commission may establish its own rules for the conduct of such hearings. A summary of all pertinent testimony offered at a public hearing shall be made a part of the official record of the City.

