



**LOS ANGELES**  
 201 N. LOS ANGELES ST., STE. 13A  
 LOS ANGELES, CA 90012  
 TEL: (213)617-9600, FAX: (213)617-9643

**VAN NUYS**  
 14540 SYLVAN ST.  
 VAN NUYS, CA 91411  
 TEL: (818) 779-8866, FAX: (818)-779-8870

**CONTRACT**

**CASE NUMBER: SPECIAL MAILING BTCID: LA21-598**

**REFERENCE: DATE: 9/22/2021**

**SITE ADDRESS: 640-650 SUNSET AVE.**

**AUTHORIZED BY: WINSTON**

**DESCRIPTION OF SERVICES AND FEES:**

Color Fold Over Labels and Mailing	12	\$3.00	\$36.00
Color Fold Over Mailing Only	0	\$2.21	
Appeals – Number	0	x \$2.61	
Posting of Site – Number of signs	0	x \$85.00 (1 <sup>st</sup> )	
	0	x \$70.00 (addtl.)	
Research/Add'l N.C. and Council Notification			\$14.00
All Weather Posting (optional)	0	\$20.00	
Removal of Signs (optional)	0	\$50.00	

**TOTAL DUE: \$36.00**

A COPY OF THIS FORM MUST BE PRESENTED TO THE PLANNING DEPARTMENT AT THE TIME OF FILING TO HAVE YOUR APPLICATION DEEMED "COMPLETE"

Note: If applicant/map maker is retaining labels for addition of case number, labels must be returned to BTC within 7 days from the date of this invoice, or BTC will be forced to produce labels and charge the applicant/map maker. If bill is not paid, further processing of your other cases will stop. For cases requiring immediate mailing, labels must be submitted on the day of payment or BTC will produce labels and charge applicant/map maker.

x *M*

The City of LA usually generates a determination letter comprising of one(1) to three(3) pages which requires 1st Class postage. If your project requires a determination letter that exceeds three pages, you will be billed for excess postage and material costs that are due on receipt of bill. A \$ 50.00 fee will be charged if you want a copy of the BTC file(s).

x *M*

Refunds and Credits only valid one year from the original filing date. Cancellations and changes are subject to a 20% or \$50.00 handling fee, whichever is greater. Returned checks subject to a \$200.00 fee. If the check is fraudulent, the City will be notified that the invoice is null and void. A fee of 10% will be charged to re-activate all null and void invoices.

x *M*

If instructed by the city that your case has gone to appeal, we will immediately mail out per city instructions. The cost of mail and processing of \$2.61/label, is immediately due to us from you. It is to be paid within 10 days. If we do not receive payment within 10 days, a 10% a month (starting after 10 days) fee will be charged and due.

x *M*

Signature: *Tony Russo*

Telephone: (408) 655-0998

Print Name: TONY RUSSO

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PAID  
9-22-21

CHK# 5014