



# City of Palos Verdes Estates Request for Preparation of Mailing Matrix for Planning Application

Fee Paid: \_\_\_\_\_ MR #: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Application No.: \_\_\_\_\_

Project Address: \_\_\_\_\_

APN (required for vacant lots): \_\_\_\_\_

Once you have submitted this request for preparation of a mailing matrix, City staff will prepare the pertinent documents, according to City standards and provide a copy for you.

How do you wish to be notified when the mailing matrix is ready?

Call me and I will pick it up. Phone: \_\_\_\_\_

Contact name: \_\_\_\_\_

Mail it to me. Phone: \_\_\_\_\_

Name and Address: \_\_\_\_\_

Fax it to me. I will be responsible for printing it on labels.

Fax: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact name: \_\_\_\_\_

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### *For Staff Use Only*

Mailing matrix prepared

Date: \_\_\_\_\_ Staff initials: \_\_\_\_\_

Applicant contacted/ package mailed

Date: \_\_\_\_\_ Staff initials: \_\_\_\_\_