

For Internal Hillside Federation Use Only

Federation of Hillside and Canyon Associations, Inc

Request for Action/Information

PROJECT TITLE: _____ Date: _____
Reason for Action/Information:

Concise Motion:

PROJECT LOCATION

City Council District #: _____ Neighborhood HOA: _____
Neighborhood or Community Council:
Project Address & Location (<i>described the geographic location and provide a map</i>):

PROJECT INFORMATION

Description of the Project and the Issue(s) of Concern:
City Codes/Policies/Plans/Ordinances being violated:
City required Environmental Review (CE, ND, MND, EIR):
Relevant Planning or other City Documentation (<i>describe and attach</i>):
Relationship to the Hillside Federation's mission/environs:

RELATED INFORMATION

Previous Hillside Federation Positions/Policies relative to this Project/Issue (<i>describe and attach</i>):
Previous Council Office, Neighborhood/Community Council and/or HOA Positions relative to this Project/Issue:
Professionals (Attorneys, Consultants, etc.) retained for this Project/Issue (<i>names and positions taken if appropriate, letters/correspondence attached</i>):
Press on this Project/Issue (<i>Identify articles, blogs, web-links, etc. and attach information</i>):

Name of Submitter: _____	Contact Phone: _____
	Contact email: _____

SUBMITTAL INSTRUCTIONS

Submit the above information as possible to the Hillside Federation President **no later than 10 days prior** to the meeting (president@hillsidefederation.org). Plan to brief your Project/Issue in a five minute presentation at the Hillside Fed Meeting. Try to be concise with your answers. If you need more space, provide an attachment.