

**For Internal Hillside Federation Use Only**

**Federation of Hillside and Canyon Associations, Inc.**  
*Request for Action/Information*



<b>PROJECT TITLE:</b> _____	<b>Date:</b> _____
<b>Reason for Action/Information:</b>	

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

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

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

<b>Name of Submitter:</b> _____	<b>Contact Phone:</b> _____
	<b>Contact email:</b> _____

**SUBMITTAL INSTRUCTIONS**

Submit the above information to the Hillside Federation Executive Committee **no later than 10 days prior** to the meeting at [rfa@hillsidefederation.org](mailto:rfa@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.