

Medical Use Registration Packet

Does this Apply to Your Commercial Building?

YES, if you currently have a medical use in your building you should REGISTER your building.

Why should I take the time to register my building?

PRESERVE YOUR RIGHTS TO POTENTIALLY ALLOW:

1. Redistribution of medical office space within your building;
2. Future re-establishment of medical use in your building if the total amount of medical space in the building does not exceed the amount that existed legally in the building on February 11, 2011;
3. Conversion of up to 6,000 square feet of commercial office space to medical uses if certain conditions are met.

What if I don't register my building by the deadline or provide mistaken information?

If you do not register you cannot take advantage of simpler, less costly procedures to redistribute or re-establish medical uses or to convert to medical use as identified above.

Is your information incomplete, misleading or significantly inaccurate? This has the same effect as not registering at all. Your registration packet must be accurate and verifiable.

THE REGISTRATION DEADLINE IS AUGUST 11, 2011.

How do I register my building?

- A. Complete this packet
- B. [Provide Plans](#)
 - Building floor plans that show:
 - Building floor area
 - Area dedicated to medical uses
 - Area dedicated to non-medical uses
 - Parking plans that show:
 - Dimensions of parking spaces
 - Number of standard, tandem, compact spaces
 - Relationship of parking spaces to building uses
- C. [Copies of covenants](#) for off-site parking, if any
- D. [Copies of supporting documents](#) (leases, city permits, etc) that verify the history or legality of the medical uses in the building.
- E. [Pay a fee](#) for the City to review and confirm the documentation.

If you do not have medical uses in your building there is no reason to register.

What IS medical use?

Laboratories or medical offices defined as any facility providing health service and/or medical, surgical, dental or therapeutic care; this includes surgical centers, acupuncture, chiropractic, psychologists.

What is NOT medical use?

Pharmacies; massage; exercise or fitness facilities or clubs.

A MEDICAL OVERLAY ZONE application is required to establish new medical uses, increase the area of existing uses by more than 6,000 square feet and for re-distribution or re-establishment of uses for buildings that are not properly registered.

CONTACT US!

www.beverlyhills.org/medicaluse

If you have any questions or need assistance, please call a city planner at (310) 285-1141



MEDICAL USE BUILDING REGISTRATION PACKET

Contact and Site Information

Page to be completed & submitted to City; also available to complete online & print

Site Address(es): _____

Contact Information

Site Owner

Name: _____

Address: _____

City: _____

State & Zip: _____

Phone 1: _____

Phone 2: _____

Email: _____

Fax: _____

Agent

Name: _____

Address: _____

City: _____

State & Zip: _____

Phone 1: _____

Phone 2: _____

Email: _____

Fax: _____

*If registrant is NOT the property owner, a letter of authorization from owner is required

Site Description

Number of parcels/lots on site: _____ Site area (in SF¹): _____

Number of structures on site: _____

Structure 1 Address: _____ Structure 2 Address: _____

Number of stories: _____

Number of stories: _____

Does the site have any covenants related to building use or floor area? _____

If yes, please describe each covenant: _____

¹ SF = square footage

MEDICAL USE BUILDING REGISTRATION PACKET

Floor Area Information

Table - Floor Area by Floor and Occupancy

On the form provided on page 4, fill in the correct floor number and indicate the total floor area for each floor, the floor area for each occupancy/suite on each floor and the use in each occupancy/suite. **Floor area must be calculated pursuant to the Zoning Code (see Attachment 1).** Add pages for additional floors or structures if necessary. Please use the following use designations for each occupancy/suite:

Use Designations

Medical Use: Office Laboratory (Lab) Surgery Center	Retail: Pharmacy Optometrist
Commercial Office	Eating/Bar Facility
Building – General (Lobby, Corridors, Bathrooms)	Exercise Club/Training/Education

EXAMPLE

Structure Address:	Floor Area	Occupancy		
0000 Wilshire Boulevard	11,148 SF			
Floor <i>indicate:</i> -Ground Floor -Other Floor # - Floor #/Mezzanine -Basement	Square Footage (SF) <i>Calculate by Zoning Code</i>	Suite Number <i>N/A = no suite #</i>	Floor Area In SF	Use <i>See Table of Use Designations (page 2 of packet)</i>
Ground Floor (1 st)	5,568 SF	100	2,118 SF	Medical Use – Surgery center
		102	600 SF	Retail
		104	1,050 SF	Retail - Pharmacy
		N/A	1,800SF	Building - General
2 nd Floor	5,180 SF	200	420 SF	Medical Use - Office
		202	1,280 SF	Medical Use - Office
		206	2,680 SF	Medical Use - Office
		N/A	800 SF	Building – General
2 nd Floor/Mezzanine	400 SF	200 A	400 SF	Commercial Office (Bldg Management)

Definition of Floor Area³ in the Beverly Hills Zoning Code

(Beverly Hills Municipal Code Section 10-3-100)

All floor area calculations in this packet must be made pursuant to the Zoning Code Definition below.

“FLOOR AREA:

- A. Nonresidential and multi-family residential zones: "Floor area" shall mean the area of all floors or levels included within the surrounding walls of a building or structure. Space devoted only to the following shall not be considered in determining the total floor area within a building or structure:
1. Stair shafts;
 2. Elevator and escalator shafts, and elevator lobbies located in parking areas or on roof tops. The area of each elevator lobby at each floor shall not exceed one hundred (100) square feet per elevator cab; provided, however, that any elevator lobby area in excess of one hundred (100) square feet per elevator cab shall be considered in determining the total floor area within a building or structure;
 3. Courts;
 4. Parking spaces below the first floor and access thereto, including void spaces in parking areas below the first floor used exclusively for storage related to operation of the building. Such void spaces may be enclosed and shall not exceed two thousand (2,000) square feet on each parking floor or five percent (5%) of the floor area of the entire building, whichever is less;
 5. Rooms exclusively housing building operating equipment or machinery;
 6. Parking spaces at or above the first story and access thereto provided that in commercial zones:
 - a. Not less than the front forty feet (40') of the ground floor shall be devoted to retail sales, offices, or financial uses; notwithstanding such restriction, the director of planning and community development may reduce the amount of floor area required under this provision by up to ten percent (10%) pursuant to the provisions of [article 36 of this chapter](#) regarding minor accommodations if the director finds that the dimensions of the site do not provide adequate space for internal circulation for parking and such accommodation would not substantially compromise pedestrian activity in the area; and
 - b. At least one full level of parking below grade is provided;
 7. Mall areas; and,
 8. Space used or provided within a building or structure for publicly owned off street parking facilities.”

³ Questions about how to calculate floor area should be directed to the Planning Division at 310.285.1141. Please note that floor area should not be calculated based on total building square footage pursuant to the LA County Assessor's data nor should it be calculated based on leasable area.

MEDICAL USE BUILDING REGISTRATION PACKET

Parking Information

Structure Address: _____

Parking Areas⁴

On Site

Total number of parking spaces on site (total of #1 - #4 below): _____

1. Number of full size parking spaces (9'x19'), not tandem: _____
2. Number of compact spaces (7'x17' – 9'x18'), not tandem: _____
3. Number of spaces less than compact size and not tandem: _____
4. Tandem spaces (count only those parking spaces blocked by other parking spaces and not included in the numbers above)
 - a. Full size tandem spaces: _____
 - b. Compact tandem spaces: _____
 - c. Less than compact-size tandem spaces: _____Total tandem spaces (total of a-c above): _____

Off-Site Parking Location Address (if applicable): _____

Total Number of parking spaces provided off-site: _____

1. Number of full size parking spaces (9'x19'), not tandem: _____
2. Number of compact spaces (7'x17' – 9'x19'), not tandem: _____
3. Number of spaces less than compact size and not tandem: _____
4. Tandem spaces (count only those parking spaces blocked by other parking spaces and not included in the numbers above)
 - a. Full size spaces _____
 - b. Compact spaces _____
 - c. Less than compact-size spaces _____Total tandem spaces (total of a-c above): _____

⁴ The number of parking spaces indicated in this application must correspond to parking plans submitted as attachments to this registration form.

