



CITY OF BEVERLY HILLS
COMMUNITY DEVELOPMENT DEPARTMENT
COMMON INTEREST DEVELOPMENT

The City Council adopted Ordinance No. 05-O-2465 establishing interim regulations governing the conversion of existing residential buildings to common interest developments to prevent continued unregulated conversions of the City's rental housing stock from further eroding the existing character of the City's residential neighborhoods. Ordinance No. 05-O2465 was in response to the marked increase in applicants in Beverly Hills to convert existing legally nonconforming apartment buildings to stock cooperatives.

The purpose of this form is to provide Common Interest Development projects special additional regulations because of special problems resulted from the divided ownership of individual units. These regulations will help avoid the needless destruction and impairment of those buildings that contribute to the aesthetic value and unique character of the City's existing residential neighborhoods.

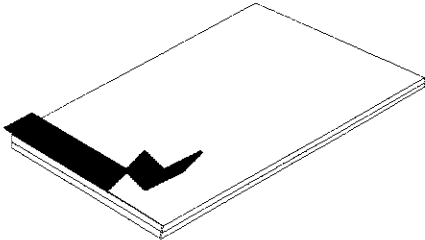
Preparing the Application: Each application for the approval of a precise plan of design for a common interest development project shall include the following information and documents:

- A. A completed and signed Common Interest Development Form
- B. A site plan with following detail shown to scale:
 - 1. The location, height, gross floor area, and proposed uses of each existing structure to remain and for each proposed structure;
 - 2. The location, use, and type of surfacing of all open storage areas;
 - 3. The location and type of surfacing for all driveways, pedestrian ways, vehicle parking areas, and curb cuts;
 - 4. The location, height, and type of materials for walls or fences;
 - 5. The location of all landscaped areas, the type of landscaping, and a statement specifying the method by which the landscaping areas shall be maintained;
 - 6. The location of all recreational and open space facilities and a statement specifying the method of the maintenance thereof; and
 - 7. The location of the parking facilities to be used in conjunction with each unit in the common interest development;

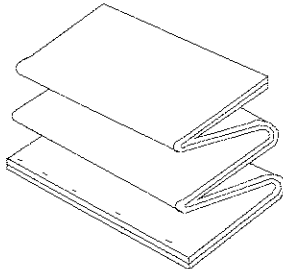
C. Three (3) copies of the plans and elevations of all structures, showing the architectural features and the types and materials of construction; and

PLANS WILL NOT BE ACCEPTED UNLESS THEY ARE FOLDED. Plan folding instructions:

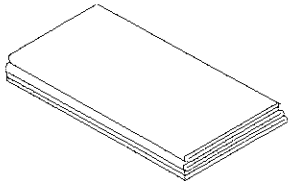
Step 1: Please remove all bindings.



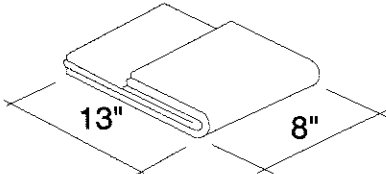
Step 2



Step 3



Step 4: Fold as flatly as possible.
Project Name and Address must show.



D. Three (3) copies of the covenants, conditions, and restrictions or, in there are no covenants, conditions or restrictions, any other agreements between any persons who have an ownership interest in the project and who have the right to reside in such project.

Additional application requirements: In addition to the general application requirements, applications for a tentative map to convert an existing apartment building to a common interest development or to convert a common interest development created prior to January 1, 2006, to another form of common interest development shall include a report on the physical element of each structure and facility within the subdivision that includes, but is not limited to, the following:

1. A report prepared by a licensed architect detailing the condition of each element of the property including:
 - a. Foundations;
 - b. Roofs;
 - c. Electrical;
 - d. Plumbing;
 - e. Utilities;
 - f. Walls;
 - g. Ceilings
 - h. Heat insulation factors;
 - i. Windows;
 - j. Recreational and open space facilities
 - k. Sound-transmission characteristics between units;
 - l. Mechanical equipment;
 - m. Fire-protection equipment;
 - n. Parking facilities; and
 - o. Appliances
2. A report prepared by a licensed structural pest control operator describing the general condition of the entire project;
3. A structural engineer's evaluation of the integrity of the foundations. If a soils report was not done at time of original construction, or if there has been soil movement since construction, the application for conversion shall also include a report.
4. A statement of the repairs and improvements the subdivider proposes to refurbish and restore the project to achieve a high degree of appearance and safety.
5. An affidavit attesting to compliance with the noticing requirements.

COMMON INTEREST DEVELOPMENT FORM

Project Address: _____

Legal or Assessor's Description: _____

Landowner

Name: _____

Address: _____

City: _____

State & Zip: _____

Phone: _____

Fax: _____

Proposed Tract No. _____

Engineer or Surveyor

Name: _____

Address: _____

City: _____

State & Zip: _____

Phone: _____

Fax: _____

Applicant or Agent

Name: _____

Address: _____

City: _____

State & Zip: _____

Phone: _____

Fax: _____

Legal description of all parcels of property under consideration:

Project Description:

Designer's Name: _____

Architect's Name: _____

Year Built: _____

Site Size: _____

Floor area of existing structure: _____ FAR: _____

Floor area of proposed addition or new structure: _____ FAR: _____

Square footage of basement, non-story and/or parking levels: _____

Square footage of total roof area: _____

Square footage of "roof features" (skylights, clerestories): _____

Distance from front property line: _____

Distance from side property lines: _____

Distance from rear property line: _____

Height of existing structure (as defined by Code): _____

Number of stories: _____ In Feet: _____

Height of proposed addition or of new structure (as defined by Code):

Number of stories: _____ In Feet: _____

Characteristics/Features that contribute to surrounding area: _____

I, _____, have read and understand all statements including the supplement to application attached to this application. I am the property owner or authorized agent of the subject property. I hereby declare (affirm) that the foregoing statements, facts, and attached plans and materials are true and correct.

Signature of () Property Owner or () Authorized Agent Date

I, _____, am the property owner of the subject property. I have read and understand all foregoing statements, and hereby authorize the processing of this application.

Signature of Property Owner

Date

(for office use only)

Date received: _____

Application fee Paid: _____

Notice fee Paid: _____

