



City of Beverly Hills
Community Development Department
Planning Division
455 N. Rexford Drive
Beverly Hills, CA 90210
Tel. (310) 285-1141
Fax. (310) 858-5966

Zone Change, General Plan Amendment, Specific Plan, Specific Plan Amendment, or Zone Text Amendment Planning Review Application

Application Overview:

Before submitting a request for an Amendment Application, the Applicant should thoroughly review this application, as well as the Beverly Hills Municipal Code (BHMC), available online at www.beverlyhills.org/zoning. The Applicant should also consult with City staff that will be involved in reviewing and processing the application, primarily in the Community Development Department. Electronic copies of all Planning Review Applications are available on the City's Planning Division webpage at www.beverlyhills.org/planningapplications.

Applications will not be accepted if they are not fully complete at the time of submittal.

Application Table of Contents:

There are six (6) parts to this application. Each section must be completed in its entirety, and all requirements must be met in order for this application to be accepted for filing.

- ❖ [Section 1](#) – Process Overview
- ❖ [Section 2](#) – Owner Authorization & Applicant Team Contact Information
- ❖ [Section 3](#) – Property Information & Project Description
- ❖ [Section 4](#) – Supplemental Questions
- ❖ [Section 5](#) – Public Notice Requirements
- ❖ [Section 6](#) – Submittal Requirements & Checklist

Filing Fee:

See current Planning Department Fee Schedule here:

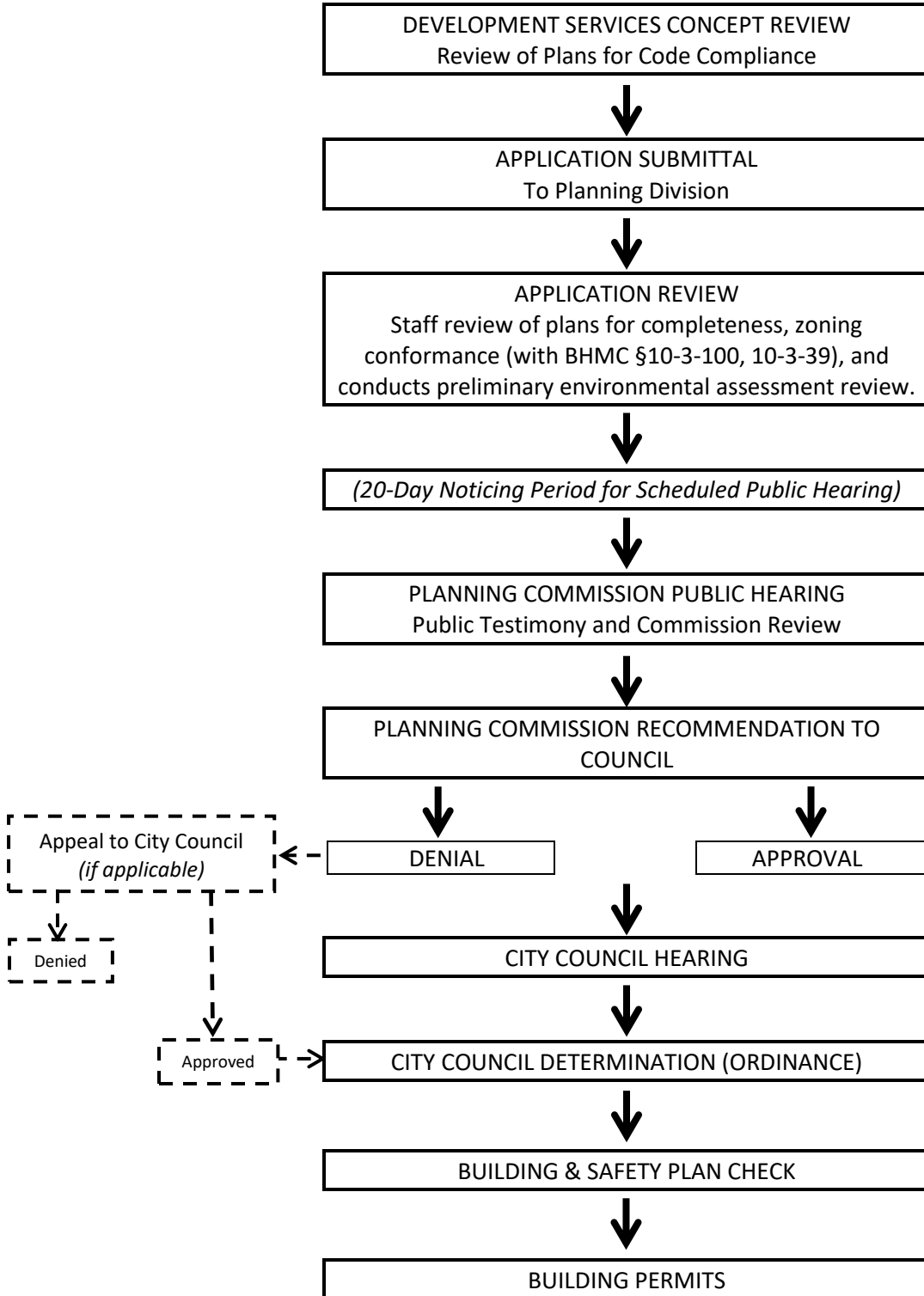
www.beverlyhills.org/planningapplications or call Community Development at (310)-285-1141.

Staff Contact Information:

If you have questions about this application, please call (310)-285-1141 and ask to be directed to Current Planning.

Section 1 – Permit Review Process Overview

Amendment Application Review Process



Section 2 – Property Information & Project Description

A. Property Information

Project Address: _____

Legal Description of Property: ¹ _____

Adjacent Streets: _____

Lot Area: _____ (square feet) Assessor Parcel Number(s): _____

Existing Use: _____

Existing Height: _____ Existing Paving Area: _____ (square feet)

Existing Floor Area: _____ (square feet) Existing FAR: _____

Existing Distance from Property Lines:

Front: _____ Side(s): _____, _____ Rear: _____

¹Legal Description Requirements:

The legal description must include the lot, block, and tract name/number of all contiguously owned parcels (even if the parcels are not a part of the proposed project), and should be based on a Title Report, Grant Deed, or survey from a licensed engineer.

B. Project Information:

Proposed Use: _____

Proposed Height: _____ Proposed Paving Area: _____ (square feet)

Proposed Floor Area: _____ (square feet) Proposed FAR: _____

Proposed Demolition: Yes No If yes, describe: _____

Proposed Distance from Property Lines:

Front: _____ Side(s): _____, _____ Rear: _____

C. Identify the site’s zoning designation (City Zoning Map: <http://gis.beverlyhills.org/>):

D. Describe the existing conditions of the subject site (i.e. existing structures, landscaping, and present use):

E. Were any existing structures on the property designed by a Master Architect or are any identified on any historic resource inventory, including the City of Beverly Hills Historic Resource Inventory?

Yes No If yes, please list the architect(s): _____

Please contact the Historic Preservation Group at (310)-285-1141 for more information.

Have you spoken with the Historic Preservation staff? Yes No

F. Are any of the following trees in the table below located on the property: (1) within the designated front yard, AND/OR (2) within the street side yard, AND/OR (3) is part of an existing Urban Grove (Urban Grove: fifty or more trees where the branches of each tree are within 6 feet of the branches of another tree)? Yes No

If yes, please check the specific trees below. See BHMC §10-3-2900 for more information.

<u>Type of Tree</u>	<u>Approximate Size</u>
<input type="checkbox"/> <i>Acer macrophyllum</i> (Big Leaf Maple)	24-inch circumference
<input type="checkbox"/> <i>Alnus rhombifolia</i> (California Alder)	24-inch circumference
<input type="checkbox"/> <i>Fraxinus dipetala</i> (Foothill Ash)	24-inch circumference
<input type="checkbox"/> <i>Fraxinus velutina</i> (Arizona Ash)	24-inch circumference
<input type="checkbox"/> <i>Juglans californica</i> (Southern California Black Walnut)	24-inch circumference
<input type="checkbox"/> <i>Juniperus californica</i> (California Juniper)	24-inch circumference
<input type="checkbox"/> <i>Platanus racemosa</i> (California Sycamore)	24-inch circumference
<input type="checkbox"/> <i>Populus fremontii</i> (Fremont Cottonwood)	24-inch circumference
<input type="checkbox"/> <i>Quercus agrifolia</i> (Coast Live Oak)	24-inch circumference
<input type="checkbox"/> <i>Quercus douglasii</i> (Blue Oak)	24-inch circumference
<input type="checkbox"/> <i>Quercus engelmannii</i> (Mesa Oak)	24-inch circumference
<input type="checkbox"/> <i>Quercus lobata</i> (Valley Oak)	24-inch circumference
<input type="checkbox"/> <i>Salix laevigata</i> (Red Willow)	24-inch circumference
<input type="checkbox"/> <i>Sambucus mexicana</i> (Mexican Elderberry)	24-inch circumference
<input type="checkbox"/> <i>Umbellularia californica</i> (California Bay)	24-inch circumference
<input type="checkbox"/> Any tree	48-inch circumference or more

If you are proposing removal of any of the above tree types please indicate the reason:

NOTE: Each protected tree on the property must be clearly labeled on the site survey and site plan for the project. Please include the dimension of each tree (circumference measured 4-feet, 6-inches above the natural grade). If you are proposing removal or relocation of trees in the public right-of-way, please contact the City Arborist at (310)-285-2540 for a letter of authorization, and attach the letter to this application.

Section 3 –Property Information & Project Description

A. Property Owner Information: ²

Name(s): _____

Address: _____

City: _____ State & Zip Code: _____

Phone: _____

E-Mail _____

²Ownership Information Requirements:

In order to verify that the property owner has given consent to file this application, the following documentation must be submitted at the time of filing.

- ❖ Grant Deed – This is required if the Los Angeles County Assessor’s Records do not match the current ownership as listed on the application. The deed information should match the property owner as listed above.
- ❖ Letter of Authorization – This is required if the property owner does not sign the application. The property owner may instead provide a signed and dated letter in lieu of their original signature on this form, which must authorize the signatory of this application. Please see [Letter of Authorization Example](#) attached to this application.
- ❖ Ownership Entity Documentation – This is required if the property is owned by an entity rather than an individual. Please provide the applicable required documentation for the type of ownership entity, as shown in the table below.

Ownership Documentation Requirements		
Type of Property Owner	Required Ownership Documentation	Documents that May be Required (If Applicable)
Individual	N/A	Grant Deed, Letter of Authorization
Limited Liability Company (LLC)	Operating Agreement or Articles of Organization	Grant Deed, Letter of Authorization
Corporation	Articles of Incorporation, Bylaws, and/or Meeting Minutes	Grant Deed, Letter of Authorization
Limited Partnership (LP)	Partnership Agreement	Grant Deed, Letter of Authorization
Trust	Trust Instrument	Grant Deed, Letter of Authorization

Property Owner Signature:

Choice of Law. This document shall be deemed to have been made in the State of California and shall be construed, and the rights and liabilities of the parties determined, in accordance with the laws of the State of California.

I hereby certify under penalty of perjury under the laws of the State of California that I am the owner(s) of the subject property, or have been authorized to sign on behalf of the property owner, and consent to the filing of this application on the above-referenced property.

Executed on this _____ (Date) of _____ (Month) of 20____ (Year)
in _____ (City), _____ (State).

Dated: _____

BY: _____
(Signature)

(Title, Company)

BY: _____
(Printed Name)

Additional Owner Signature (if applicable):

Dated: _____

BY: _____
(Signature)

(Title, Company)

BY: _____
(Printed Name)

Please indicate the role of the signatory(ies) above:

Owner Applicant Agent/Representative Architect

If the owner did not sign above, is a Letter of Authorization provided*?

Yes No

****Please note that a Letter of Authorization is required when the property owner does not sign this application, but instead has another individual sign on their behalf. See [Letter of Authorization Example](#) at the end of this application for reference. Please also note that if this application will be heard by the Planning Commission or City Council, the property owner will be required to record a Covenant & Agreement to accept the conditions of approval, if applicable.***

B. Applicant Information *[Individual(s) or entity benefitting from the entitlement]*

(Only provide if different from Property Owner)

Name(s): _____
Address: _____
City: _____ State & Zip Code: _____
Phone: _____
E-Mail _____

C. Agent/Representative Information *[Individual acting on behalf of the Applicant]*

Name(s): _____
Company/Firm: _____
Address: _____
City: _____ State & Zip Code: _____
Phone: _____
E-Mail _____

D. Architect/Design Team Information *[If applicable]*

Name(s): _____ Registered Architect? Yes No
Company/Firm: _____
Address: _____
City: _____ State & Zip Code: _____
Phone: _____
E-Mail _____

E. Please indicate who will be the main point of contact for the project:

Owner Applicant Agent/Representative Architect

Section 4 –Supplemental Questions

Have you completed Concept Review for this project? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please attach a copy of the concept review letter to this application.

Please indicate the type of request, pursuant to BHMC §10-3-3900:

<input type="checkbox"/>	Zone Change
<input type="checkbox"/>	General Plan Amendment
<input type="checkbox"/>	Specific Plan
<input type="checkbox"/>	Specific Plan Amendment
<input type="checkbox"/>	Zone Text Amendment

Please also indicate whether the Applicant will be requesting an additional discretionary action in connection with the proposed project.

Are there any outstanding Code Enforcement citations on the property?

Yes No If yes, please attach copies.

Are there any recorded easements or encumbrances on the property?

Yes No If yes, please attach copies. Show easements on survey plan.

Neighboring Uses: Please describe existing uses adjacent to the proposed project:

A. North: _____

B. South: _____

C. East: _____

D. West: _____

Identify the specific boundaries of the area for which each change is sought, or for which a change in zoning designation or specific plan is requested.

Specify the existing zone or zone standards for the property or area to be rezoned or modified. Briefly describe the changes to existing standards that are requested.

Project Description: Explain the overall scope of the project, including other project elements that are not part of the Amendment Request.

Basis for Request: Explain the reason for the application and why the request should be granted with respect to the following:

- a. Public Health and/or Safety*
- b. Public Interest, Morals, and/or Peace*
- c. Public Necessity, Comfort, and/or Convenience*
- d. General Welfare*

Section 5 – Public Notice Requirements

The public notice requirements for all planning applications are located in the Beverly Hills Municipal Code ([§10-3-2.5](#)). In addition, the public notification requirements for an application submittal are explained in detail on www.beverlyhills.org/publicnotice.

Please note that your application will not be accepted for submittal unless certain public notification requirements are met.

Please contact the Planning Division with any questions regarding these requirements and the required materials for an application submittal.

- Planning Division: (310) 285-1141; cdplanning@beverlyhills.org

Section 6 – Submittal Requirements & Checklist

Architectural Plans Required:

- **A total of three (3) sets** of architectural plans are required for initial submittal: **two (2) sets at 11"x 17"** size, and **one (1) set at 18"x 24"** size.
 - **All plan sets** must be stapled, **drawn to scale**, and legible.
 - **All plan sheets** must include an architect title block, a graphic scale, the owner's or authorized agent's name, address, and telephone number, the project address, and a North Arrow.
 - The following plans in the checklist must be included in the architectural plan set. *Inconsistency between drawings, renderings, materials, etc., will be considered an incomplete submittal. Only complete applications will be accepted for filing.*

NOTE: You will be required to submit additional plans (**total of 10 sets**) once the application is ready for review by the decision-making body. All plans must be printed to scale and be legible. If the proposed project requires multiple applications for separate requests, then the submittal requirements of this application may be combined, at the discretion of the Planner. If submitting a site plan and massing model for public distribution purposes per SB 1214, please indicate that on relevant drawings.

Applicant
Checklist

ELECTRONIC DOCUMENTS:

- Electronic files (pdf) of this completed application and all of the required submittal items outlined in this application shall be provided on a CD at the time the application is filed.

Staff
Verification

TITLE PAGE:

- Date
- Project Address
- Legal Description
- Project Description
- Owner Information
- Applicant Information
- Architect Contact Information
- Agent Contact Information (if applicable)
- Parking Spaces Required and Provided
- Height Measurement
- Proposed Floor Area and Floor Area Ratio (FAR)
- Zoning Conformance Table with Required/Allowed vs. Proposed Development Standards (i.e. setbacks, height, density, etc.)

SURVEY:

- Must be stamped and signed by a licensed surveyor.
- Show all existing easements or other encumbrances, whether private or public, based on a review of a recent Title Report.
- Show survey/boundary markers.
- Show property lines, adjacent public right-of-way, and curb cuts.
- Show utility infrastructure, including the adjacent public right-of-way.
- Include Legal Description.
- Show all existing fences/walls/gates. Include height dimension.
- Show all existing structures.
- Show existing paved area.
- Show existing trees, with protected trees clearly marked. Include tree circumference (see §10-3-2900 and www.beverlyhills.org/treeremoval).
- An ALTA Survey is recommended.

PLOT PLAN:

- Show entire parcel (indicate square footage of property) and label all property lines.
- Label & dimension all existing and proposed structures, including perimeter walls/fences/hedges.
- Show code-required setbacks (front, sides and rear). For additions, include the existing and proposed setbacks.
- Indicate code-allowed maximum floor area and all the floor area existing and proposed on the site.
- Indicate location, size, and species of existing trees and vegetation (indicate which are to be removed).
- Indicate location of streets and sidewalks.
- Show location of any public or private easements, curb cuts, and any obstructions in the public right-of-way.
- Show paving square footage (when applicable).
- Show anticipated dedications and/or improvements to the public right-of-way.

- FLOOR PLANS:**
 - Show fully dimensioned existing and proposed floor plans. Clearly label the proposed bedrooms (for multi-family projects only).
 - Include a block study to demonstrate floor area calculations.
 - Identify various types of uses/functions.
 - Provide measurements for the depth of recessed windows and doors.
 - Provide a window and door key which corresponds with the window and door schedule.

- ROOF PLAN:**
 - Identify elevation points along roof pitches and slopes of pitches.
 - Show existing and proposed mechanical equipment/gutters and downspouts.

- LANDSCAPE PLAN/ELEVATION** (may be subject to compliance with Beverly Hills Water Efficiency standards):
 - Indicate type, size, and location of existing and new plants. (Recommended Species List: www.beverlyhills.org/recommendedtrees).
 - Indicate if any protected tree species is proposed to be removed or relocated.
 - Provide pictures of the plant species proposed.
 - Label the location(s) of any proposed hardscape treatment and provide the area calculations of the hardscape (paving).
 - Provide a landscape lighting plan. If there is no lighting proposed, please indicate this on the plans and application.
 - Provide cut sheets of any proposed landscape lighting fixtures.
 - Provide an elevation that includes the proposed landscaping, to scale, at the time of planting.

- ELEVATIONS:**
 - Label existing portions of structures to remain and the proposed additions (when applicable). Show all sides of the residence.
 - Indicate the height of all proposed structures. Indicate how height is measured. Include datum points.
 - Provide details of architectural features (callouts, cut sheets, photos).
 - Provide dimensions of windows and doors in a window/door schedule.
 - Show the location of exterior light fixtures to scale.
 - Show all proposed signage, to scale.
 - Show cross section if any portions are located underground.

- ENVIRONMENTAL DOCUMENTATION:**
 - Please consult with Planning staff to determine the environmental review required for submittal.
 - Categorical exemption forms can be found here: www.beverlyhills.org/planningapplications.

- | | | |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | ADJACENT PROPERTIES: <ul style="list-style-type: none">• Show structures on neighboring properties on the plot plan or on a separate plan and show distances to proposal.• Include cross-sections through the site and adjacent properties to show the relationship of the proposal to the adjacent properties' structures. Indicate heights and distances. | <input type="checkbox"/> |
| <input type="checkbox"/> | ADDITIONAL INFORMATION: <ul style="list-style-type: none">• Staff <u>may require</u> additional information in order to process the application. Please consult with staff prior to submittal to determine if additional information is required. Additional information may include, but is not limited to:<ul style="list-style-type: none">• Colored Renderings• Traffic Study• Parking Study• Loading Study• Construction Management Plan• Grading Calculations• Noise Study• Light Study• Additional Environmental Review• Historic Review• Arborist's Report• Sign-off/letter from City Arborist if City trees are involved | <input type="checkbox"/> |

Letter of Authorization Example

[OWNERSHIP ENTITY LETTERHEAD]
[ADDRESS]

Date: _____

City of Beverly Hills
Community Development Department
Planning Division
455 N. Rexford Drive
Beverly Hills, CA 90210

To Planning Division Staff:

This letter is to verify that _____ (Name of Agent/Representative), _____, _____ (Company),(Title) is hereby authorized to sign and complete Planning Review Applications as required by the City of Beverly Hills Community Development Department, on behalf of the Owner, _____ (Name of Owner), _____, _____ (Company),(Title) of the real property located at _____ (Address), which is legally described as _____ (Tract, Lot(s), Block(s)).

By signing this form, I hereby declare (choose one):

[] I am the owner of record of the aforementioned real property. [OR]

[] I have been empowered to sign on behalf of the ownership entity, _____ (Entity Name), as the _____ (Title), as evidenced by the attached documents (attach applicable required ownership documentation as shown in the table on page 5 of this application).

By my signature below, I declare under penalty of perjury under the laws of the State of California that the foregoing statements are true and correct.

Signature: _____ Print Name: _____

Title, Entity: _____, _____