



City of Beverly Hills
Community Development Department
Planning Division
455 N. Rexford Drive
Beverly Hills, CA 90210
Tel. (310) 285-1000
Fax. (310) 858-5966

Development Plan Review Planning Review Application

Application Overview:

Before submitting a request for a Development Plan Review (DPR), 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 five (5) 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](#) – Property Information & Project Description
- ❖ [Section 2](#) – Owner Authorization & Applicant Team Contact Information
- ❖ [Section 3](#) – Supplemental Questions
- ❖ [Section 4](#) – Public Notice Requirements
- ❖ [Section 5](#) – Submittal Requirements & Checklist

Filing Fee:

See current Planning Department Fee Schedule here:

www.beverlyhills.org/planningapplications or call Community Development at (310)-285-1000.

Staff Contact Information:

If you have questions about this application, please call (310)-285-1000 and ask to be directed to Current Planning, or visit the following website for staff contact information:
www.beverlyhills.org/contactplanning.

Section 1 – 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 Floor Area: _____ (square feet) Existing FAR: _____

Existing Setbacks from Property Lines:

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

B. Project Information:

Proposed Use: _____

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

Proposed Demolition: Yes ☐ No ☐ If yes, describe: _____

Proposed Setbacks 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? (see list of Local Master Architects here:

www.beverlyhills.org/historicpreservation)

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

Please contact the Historic Preservation Group at (310)-285-1000 for more information.

Have you spoken with the Historic Preservation staff? Yes ☐ No ☐

¹ Legal 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.

Section 2 – Owner Authorization & Applicant Team Contact Information

A. Property Owner Information:²

Name(s): _____

Address: _____

City: _____ State & Zip Code: _____

Phone: _____

E-Mail: _____

² Ownership 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 _____ (Day) 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. 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 ☐ Representative ☐ Architect ☐

Section 3 –Supplemental Questions

Have you completed Concept Review for this project?

Yes ☐

No ☐

If yes, please attach a copy of the concept review letter to this application.

Please indicate the reason for the Development Plan Review, pursuant to BHMC §10-3-3100*:

<input type="checkbox"/>	A: All uses involving new construction that requires the issuance of a building permit other than new construction subject to a discretionary permit under this chapter (excluding Architectural Review) or any other interim zoning ordinance of the City
<input type="checkbox"/>	B: All rooftop uses permitted pursuant to BHMC §10-3-3107
<input type="checkbox"/>	C: All projects constructed pursuant to a Density Bonus Permit
<input type="checkbox"/>	D: All new parking lots (A new parking lot shall mean a parking lot established in a location not previously used for parking purposes)
<input type="checkbox"/>	E: Conversion of parking to a commercial parking lot (Parking shall be considered to be converted to a commercial parking lot upon the initial posting of signs advertising the availability of such parking to the general public. Nothing in this subsection shall require development plan review of an existing parking lot that currently contains signage advertising the availability of parking to the general public. Signage indicating the availability of parking for patrons or employees of a commercial establishment shall not be considered to be signage advertising the availability of parking to the general public)
<input type="checkbox"/>	F: All common interest development projects, as defined in BHMC Title 10, Chapter 2, Article 7
<input type="checkbox"/>	G: All projects which would increase the floor area of a structure or building by two thousand, five hundred (2,500) square feet or more
<input type="checkbox"/>	H: All projects which would increase the height of a structure or building, unless the addition is specified in this chapter as an element not considered when determining building height
*Please note that certain types of projects are exempted from this type of review, pursuant to BHMC §10-3-3101. See the reference BHMC section for more details.	

Please also indicate below if any additional planning entitlements are required 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.

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

Section 4 – 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) 285-1000; cdplanning@beverlyhills.org

Section 5 – 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 **two (2) sets at either 12"x 18" or 18"x 24"** size*. **Please note that full-size plan sets (24"x 36") may be requested by the Planner for initial submittal.*
 - **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 (Commission-level projects only). 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.

† Items marked below with this symbol may not be required for every project, at staff's discretion. Please consult with City staff whether or not such requirement may be waived for application submittal. In order to request a waiver from any of the requirements listed below, please submit a written request specifying the requirement and the reason it is not applicable to the proposed project.

	<u>Staff Verification</u>
ELECTRONIC DOCUMENTS: <ul style="list-style-type: none">• Electronic files (pdf) of this completed application and all of the required submittal items outlined in this application shall be provided on a CD or a USB flash drive at the time the application is filed.	<input type="checkbox"/>

<p>TITLE PAGE:</p> <ul style="list-style-type: none"> • Date (note: this should be updated for each resubmittal) • Project Address • Legal Description • Scope of Work • List of Requested Entitlements • Ownership Information • Applicant Contact Information • Architect Contact Information • Agent/Representative Contact Information (if applicable) • Zoning Conformance Table with Required/Allowed/Existing vs. Proposed Development Standards 	<input type="checkbox"/>
<p>SURVEY:</p> <ul style="list-style-type: none"> • An ALTA Survey is recommended. • Must be stamped and signed by a licensed surveyor or licensed civil engineer. • Show all existing easements or other encumbrances, whether private or public, based on a review of a recent Title Report. <ul style="list-style-type: none"> • Note: If any improvements are proposed over an easement or other encumbrance, it is the responsibility of the Applicant to obtain the necessary approvals and/or modifications to said easement or encumbrance in order to allow improvements in such areas. • 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. 	<input type="checkbox"/>
<p>SITE PLAN:</p> <ul style="list-style-type: none"> • 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 all code-required and proposed setbacks. For additions, include the existing setbacks. • 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 anticipated dedications and/or improvements to the public right-of-way. • Show the location of any ground-mounted mechanical equipment and required screening. 	<input type="checkbox"/>

<ul style="list-style-type: none"> • Show the location of any loading spaces if not located within the building envelope. • Provide a turning radius template for automobile access to and from the parking areas, driveway access, etc. from the City's public right-of-way. 	
<p>FLOOR PLANS:</p> <ul style="list-style-type: none"> • Show fully dimensioned existing and proposed floor and roof plans. • Show fully dimensioned existing and proposed floor plans and label each room. Clearly label the proposed bedrooms or rooms that can reasonably be used as a bedroom (note: a room can be considered a bedroom even if it does not have a bathroom and/or closet). • Show the location of all parking spaces. • Include a floor area blocking study to demonstrate floor area calculations. The blocking study should be comprised of measurable blocks and clearly delineate between exempt and non-exempt areas. Please refer to BHMC §10-3-100 for areas that are exempt from floor area calculations (provided in the definition of floor area). • Provide measurements for the depth of recessed windows and doors. • Provide a window and door key which corresponds with the window and door schedule. • Show the location of an on-site loading spaces. 	<input type="checkbox"/>
<p>ROOF PLAN:</p> <ul style="list-style-type: none"> • Identify elevation points along roof pitches and slopes of pitches. • Show the location of any roof-mounted mechanical equipment and required screening. • Show existing and proposed gutters and downspouts. • If requesting rooftop uses, please provide the relevant area calculations as indicated in BHMC §10-3-3107, which depend upon the type of rooftop use proposed. 	<input type="checkbox"/>
<p>LANDSCAPE PLAN/ELEVATION (may be subject to compliance with Beverly Hills Water Efficiency standards):</p> <ul style="list-style-type: none"> • Indicate type, size, quantity, and location of existing and new plants. (Recommended Species List: www.beverlyhills.org/recommendedtrees). • Provide pictures of the plant species proposed. • Label the location(s) of any proposed paving/hardscape treatment and provide the area calculations of the paving/hardscape within the required front yard area (multi-family residential projects only). • 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. 	<input type="checkbox"/>

<p>ELEVATIONS/RENDERINGS/SECTIONS:</p> <ul style="list-style-type: none"> • Provide existing and proposed elevations from all directions (north, south, east, and west). • Label existing portions of structures to remain and the proposed additions (when applicable). Show all sides of the structure. • Indicate the height of all existing and 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. • Provide color renderings as viewed from adjacent public streets and alleys. Note that the rendering must accurately represent the project and must be consistent with the elevations and environs. • Provide two north-south building sections and two east-west building sections. Show all property lines, code-required setbacks, and proposed setbacks on each section. 	<input type="checkbox"/>
<p>DEMOLITION PLAN AND CALCULATIONS † (not required for new buildings):</p> <ul style="list-style-type: none"> • Provide dollar valuation of proposed improvements (labor and materials). • Estimated replacement cost of existing building as determined on a square foot basis per determination from the City's Development Services Program. • The Development Services Program will have final reviewing authority on whether the existing building is permitted to retain legally nonconforming conditions (i.e., the demolition is less than 50% of the replacement cost of the building) or if it must comply with all applicable zoning and building codes (i.e., the demolition equals or exceeds 50% of the replacement cost of the building). 	<input type="checkbox"/>
<p>HISTORIC PRESERVATION:</p> <ul style="list-style-type: none"> • Consultation with the City's Urban Designer is required prior to project submittal in order to determine if the property/structure is considered to be a local/state/federal historic landmark, a property/structure that involved the work of a local master architect, or any property/structure identified on any of the City's historic resources surveys. • Historic Assessment Report (required only if the project involves the demolition of or modification to a local/state/federal historic landmark, a property/structure that involved the work of a local master architect, or any property/structure identified on any of the City's historic resources surveys) • If the Urban Designer has determined that the property/structure is not considered a historic resource, documentation must be provided at the time of project submittal indicating that determination. Such determination must be current within six months. 	<input type="checkbox"/>
<p>ENVIRONMENTAL DOCUMENTATION:</p> <ul style="list-style-type: none"> • 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"/>

<p>ADJACENT PROPERTIES:</p> <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"/>
<p>SHADE AND SHADOW STUDY: †</p> <ul style="list-style-type: none"> • Diagram the shadows from the proposed structure during the winter and summer equinoxes, from 6 AM to 9 PM at three-hour intervals. 	<input type="checkbox"/>
<p>LOADING STUDY: † (required only if requesting a modification from the loading requirements pursuant to BHMC §10-3-2741)</p> <ul style="list-style-type: none"> • Provide a study to indicate that the type/site/location of the proposed loading space area is sufficient to meet the needs of the building and operation. 	<input type="checkbox"/>
<p>PARKING STUDY AND PARKING ACCESSIBILITY DIAGRAMS: †</p> <ul style="list-style-type: none"> • Required only if requesting modifications to parking standards as permitted in the City's Minimum Parking Standards document. • Provide written description of the specific modifications/deviations requested. • Provide a turning radius template that shows how a vehicle would access any modified parking stalls and/or would maneuver a modified drive aisle. • Provide a turning radius template for any access point into a parking area or drive aisle from the City's public right-of-way. 	<input type="checkbox"/>
<p>ROOFTOP OPERATIONS PLAN: †</p> <ul style="list-style-type: none"> • Provide the following information for all enclosed and unenclosed rooftop areas proposed pursuant to §10-3-3107: <ul style="list-style-type: none"> • Indicate the types of uses proposed for all enclosed and unenclosed rooftop areas. • Indicate the proposed hours of operation of all enclosed and unenclosed rooftop areas. • Indicate the type, frequency (yearly, monthly, daily, etc.) of rooftop events, appointments, etc. • Indicate maximum occupancy anticipated for each type of event. 	<input type="checkbox"/>
<p>ARBORIST REPORT: † (required only if requesting to move, replant, replace, etc. a tree located within the City's public right-of-way)</p> <ul style="list-style-type: none"> • Provide an arborist report prepared by an individual that is certified as an arborist by the International Society of Arboriculture (ISA) or an individual who is currently listed as a consulting arborist by the American Society of Consulting Arborists (ASCA). At minimum, the report shall include: <ul style="list-style-type: none"> • A complete inventory of the tree(s) within the City's public right-of-way with information on the tree size and tree species. Tree size shall be provided in a circumference measurement that is measured at a height of 4'-6" above natural grade. • A site plan showing the location of all trees within the front yard area (the trees shall be keyed to the tree inventory). • Clear photographs of all trees. • The health of all trees within the front yard area. 	<input type="checkbox"/>

<ul style="list-style-type: none"> • For trees that are proposed to be removed, a reason shall be provided for its removal. • Valuation of the tree(s) proposed to be removed. • For trees that are proposed to be retained, a description of the tree protection methods and the trees tolerance to construction impacts based on its species and health. • A proposed tree replacement plan, if new trees are proposed to replace those that are removed. Such replacement plan shall include the species, box size, photograph, growth rate, and maximum growth height. • Please note that the City Arborist will have final reviewing authority on the moving, replanting, replacement, etc. of any tree located within the City's public right-of-way. Applicants are encouraged to confer with the City Arborist prior to developing comprehensive architectural plans. 	
<p>TENANT INFORMATION REVIEW: †</p> <ul style="list-style-type: none"> • Consultation with the City's Rent Stabilization Division to discuss the proposed project and determine if it must comply with any applicable rental or tenant protection regulations. The following information will be required for this review: • Income levels of tenants • Provide a clearance letter or email from the Rent Stabilization Division noting the result of this consultation meeting. 	<input type="checkbox"/>
<p>REPLACEMENT UNIT DETERMINATION</p> <ul style="list-style-type: none"> • City-issued Replacement Determination Letter <p><i>Note: All projects that propose to demolish protected units (as defined in California Government Code Section 66300 et seq.) are required to complete the City's Replacement Unit Determination process prior to submitting formal entitlements (e.g., a Development Plan Review).</i></p>	<input type="checkbox"/>
<p>REQUIRED STUDIES/REPORTS: †</p> <ul style="list-style-type: none"> • VMT Analysis and/or Local Traffic Assessment, unless project is screened out per the City's thresholds memorialized in Planning Commission Resolution No. 1901 • Construction Management Plan (required only if project requires the preparation of an environmental report) • Noise Study (required only if request involves rooftop uses or an environmental report is required per CEQA) <ul style="list-style-type: none"> • Please note that if any type of environmental report is required for the project, a noise study will be prepared by the City's environmental consultant. The applicant is responsible for all fees associated with such report. • Grading Calculations 	<input type="checkbox"/>
<p>REQUIRED FINDINGS: †</p> <ul style="list-style-type: none"> • Provide justification in response to the required findings for this entitlement request. 	<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: _____, _____