



# COMMUNITY DEVELOPMENT DEPARTMENT POLICY & PROCEDURE

Policy No: PLNG - 002  
Release Date: October 18, 2018  
Effective Date: October 19, 2018

**TITLE:** Hillside Grading and Landform Alteration.

**PURPOSE:**

To evaluate the grading associated with development in the Hillside Area pursuant to Landform Alteration, Section 10-3-2521 of the Beverly Hills Municipal Code.

**POLICY:**

All projects within the Hillside Area of the City will be required to undergo a peer review of all the grading work and cut and fill calculations associated with any construction project within the Hillside Area, to ensure compliance with Landform Alteration Section referenced above.

**PROCEDURE:**

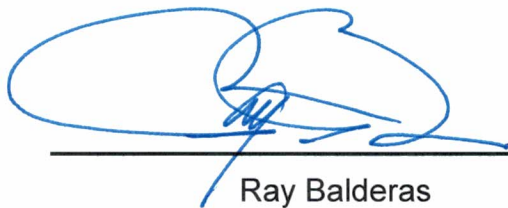
The responsible person(s) filing an application for construction project that includes grading, shoring landform alteration or excavation and is located within the Hillside Area of the City, shall submit the following information in order to initiate the peer review of the proposed project:

1. Provide all Autocad files and EXREF's of the approved plans:
  - Architectural Plans: site plan, floor plans, building elevations and crosssections (all floors).
  - Structural Plans: Foundation Plans ( all floors)
  - Civil Plans: Existing topography of the site (prior to any grading done), proposed grading plan and grading crosssections.
  - Topographic Survey of the property prepared by a Licensed Surveyor or Civil Engineer.
  
2. Provide a PDF copy (not scanned images) of the approved set of plan. PDF's shall include the following:
  - Architectural sheets
  - Structural sheets
  - Civil sheets
  - Landscape sheets
  - Shoring plans
  - Survey/topo sheets

3. Provide a breakdown of all the earthwork calculations using the approved finished grade elevations pursuant to the approved grading plans. This shall include, but not be limited to, foundation and shoring piles, retaining walls, grade beams, basement excavation, plus any additional grading that may have been approved for the rest of the site. Earthwork calculations shall also include all import materials such as top soil, gravel, and sand.
4. Footings, piles, grade beams, retaining walls, and additional site grading shall be clearly shown on separate sheets with corresponding earthwork calculations.
5. Any revisions that may have been approved subsequent to the original approved plans shall be submitted separately and clearly identified and corresponding earthwork calculations shall be included.
6. Applicant shall be responsible for vetting all files to be uploaded to the City's dropbox. No duplicate files will be accepted.
7. All files will need to be uploaded using the following link: **<https://bevybox.bhgov.net>**
8. Additional files may be requested after initial review of plans.

#### ATTACHMENTS / REFERENCES:

Not applicable



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Ray Balderas  
Principal Planner – Community Development



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Erik Keshishian, Plan Review  
Supervisor - Community Development



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David Yelton, CBO  
Deputy Building Official - Community  
Development