



**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

## **Historic Incentive Permit Planning Review Application**

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### **Application Overview:**

Before submitting a request for a Historic Incentive Permit, the Applicant should thoroughly review this application, as well as the Beverly Hills Municipal Code (BHMC), available online at [www.beverlyhills.org/zoning](http://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](http://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](#) – Permit Review Process Overview
- ❖ [Section 2](#) – Property Information & Project Description
- ❖ [Section 3](#) – Owner Authorization & Applicant Team Contact Information
- ❖ [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](http://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 or email [cdplanning@beverlyhills.org](mailto:cdplanning@beverlyhills.org). Please also contact the Design/Historic Review staff:

Mark Odell, Urban Designer (310) 285-1116, [modell@beverlyhills.org](mailto:modell@beverlyhills.org)  
Minjee Hahm, Associate Planner (310) 285-1136, [mhahm@beverlyhills.org](mailto:mhahm@beverlyhills.org)

## Section 1 – Permit Review Process Overview

### **Historic Incentive Permit Process:**

A Historic Incentive Permit is intended to incentivize the protection of significant historic resources by provided a process that allows waivers or deviations from certain development standards in the Beverly Hills Municipal Code for locally designated historic landmarks. A Historic Incentive Permit requires review by the Planning Commission.

The Historic Incentive Permit is available **only** for:

- Properties designated as a local historic landmark pursuant to BHMC Title 10, Chapter 3, Article 32; or
- Properties determined at a preliminary hearing by the Cultural Heritage Commission or the City Council to merit formal consideration by the Cultural Heritage Commission or City Council for nomination as a local historic landmark\*
  - \*Any Historic Incentive Permit approved based on this criteria shall be contingent upon the property’s designation as a local historic landmark by the City Council and inclusion of the property on the City of Beverly Hills’s local register of historic places

A Historic Incentive Permit may be granted to waive or deviate from any development standard in BHMC Title 10, Chapter 3, **except**:

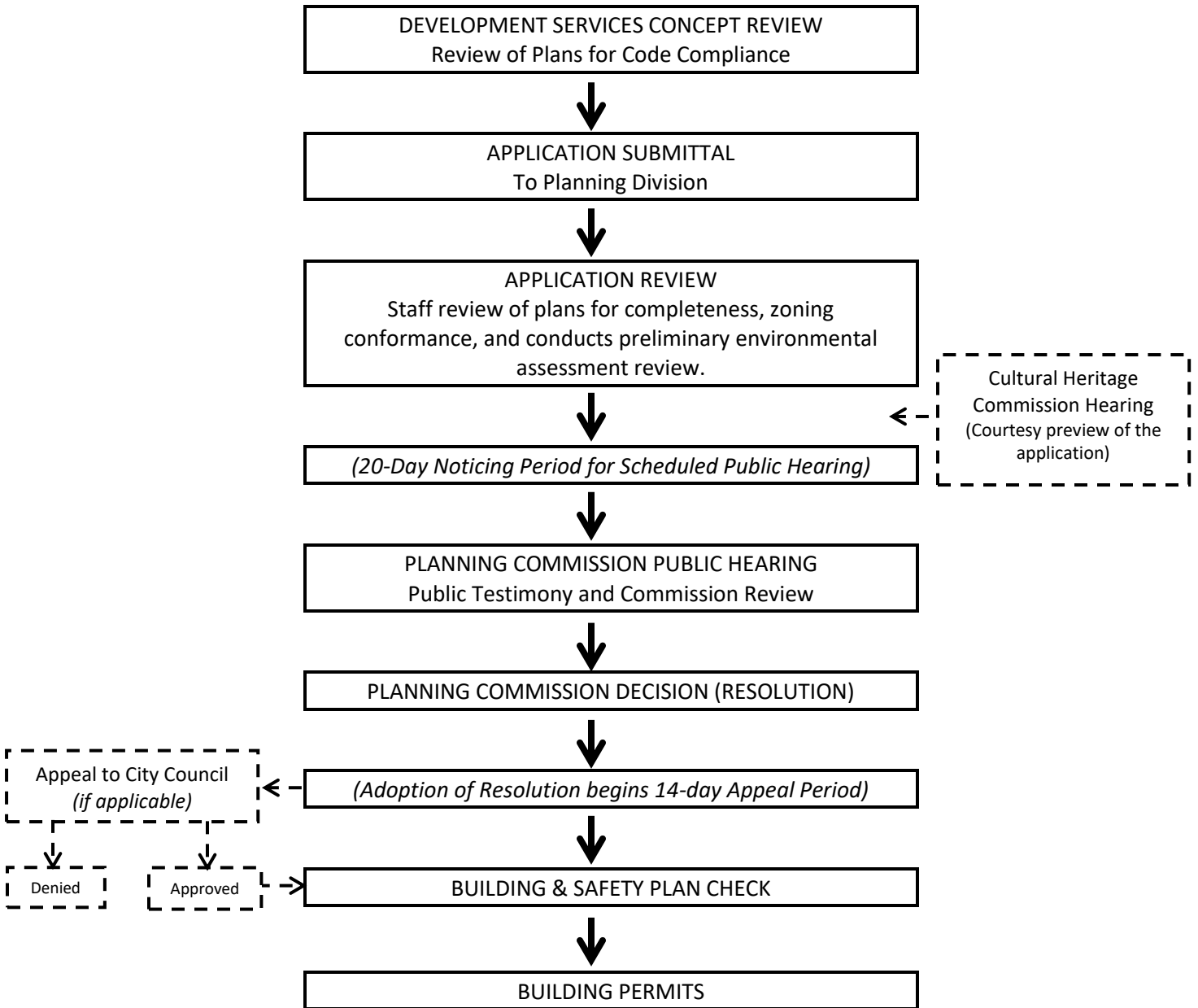
- Height standards for the Trousdale Estates area of the City
- Construction off the level pad in the Trousdale Estates area of the City
- Grading of sloped areas in the Trousdale Estates area of the City

Once an application has been determined to be complete, a public notice will be mailed to nearby residents and property owners notifying them of the project and soliciting comments. Note: Some cases may require an environmental initial study. In such cases, the initial study process must be completed prior to consideration of the Historic Incentive Permit request by the decision-making authority. The applicant will also be required to post an on-site posted notice on the property regarding the project prior to the scheduled Commission hearing.

After consideration of the project, and any public comments provided on the project, a decision will be rendered on the Historic Incentive Permit request by the Planning Commission, based on the criteria defined in BHMC §10-3-3256. The decision may be appealed to the City Council within 14 calendar days of the action. If appealed, the request will be considered by the City Council for approval or denial.

The flow chart on the following page illustrates the general review process. Applicants are expected to make a brief presentation on the proposed project to the Planning Commission at the Public Hearing.

## Historic Incentive Permit Review Process



**Section 2 – Property Information & Project Description**

**A. Property Information**

Project Address: \_\_\_\_\_

Legal Description of Property: <sup>1</sup> \_\_\_\_\_

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: \_\_\_\_\_

**<sup>1</sup> 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.

**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. Have any existing structures been designated as a local historic landmark?**

Yes  No  Landmark No. and Name: \_\_\_\_\_

Please see the list of local landmarks here: [www.beverlyhills.org/landmarks](http://www.beverlyhills.org/landmarks) for more information.

Have you spoken with the Historic Preservation staff? Yes  No

**Are any structures currently undergoing the process to designate a landmark? Please briefly describe below and/or attach any relevant information.** 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
<input type="checkbox"/>	Any tree (regardless of location)	Any size

**If you are proposing removal of any tree located on the property, please indicate the reason below. Please note that trees on the property may be considered part of the historic resources, and may be subject to review prior to removal.**

**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 – Owner Authorization & Applicant Team Contact Information**

**A. Property Owner Information:<sup>2</sup>**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State & Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail \_\_\_\_\_

**<sup>2</sup>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.

<b>Ownership Documentation Requirements</b>		
<b>Type of Property Owner</b>	<b>Required Ownership Documentation</b>	<b>Documents that May be Required (If Applicable)</b>
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  No

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

**Please indicate the BHMC regulation from which relief is requested, and include the BHMC Section:**

**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.

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

**Basis for Request:** Explain the reason for the application and why the request should be granted.

**Project Findings:** When considering the request, the decision-making body will consider the following findings, pursuant to BHMC §10-3-3256:

- 1) The proposed project either:
  - a) Complies with the "Secretary Of The Interior's Standards For The Treatment Of Historic Properties With Guidelines For Preserving, Rehabilitating, Restoring, And Reconstructing Historic Buildings";  
or
  - b) Does not demonstrate strict compliance with the "Secretary Of The Interior's Standards For The Treatment Of Historic Properties With Guidelines For Preserving, Rehabilitating, Restoring, And Reconstructing Historic Buildings", but nonetheless protects and preserves the historic and architectural qualities and the character defining features that make the property a landmark or contributing property; and
- 2) The proposed development will not have a substantial adverse impact on:
  - a) The scale, massing, or character of the streetscape,
  - b) The scale and massing of the property as viewed by neighboring properties,
  - c) Neighbors' access to light and air,
  - d) Neighbors' privacy,
  - e) The garden quality of the city, and
  - f) The public health, safety, or welfare

**Please describe how the proposed project meets the findings outlined above.**

## 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](http://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](mailto: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.

**REQUIREMENTS: Please note, the following requirements will vary based on the zone and area of the City in which the proposed project is located. Please ensure to comply with the applicable requirements below.**

† 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.

**Commercial Zones:**

	<u>Staff Verification</u>
<p><b>ELECTRONIC DOCUMENTS:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	<input type="checkbox"/>
<p><b>TITLE PAGE:</b></p> <ul style="list-style-type: none"> <li>• Date (note: this should be updated for each resubmittal)</li> <li>• Project Address</li> <li>• Legal Description</li> <li>• Scope of Work</li> <li>• List of Requested Entitlements</li> <li>• Ownership Information</li> <li>• Applicant Contact Information</li> <li>• Architect Contact Information</li> <li>• Agent/Representative Contact Information (if applicable)</li> <li>• Zoning Conformance Table with Required/Allowed/Existing vs. Proposed Development Standards</li> </ul>	<input type="checkbox"/>
<p><b>SURVEY:</b></p> <ul style="list-style-type: none"> <li>• An ALTA Survey is recommended.</li> <li>• Must be stamped and signed by a licensed surveyor or licensed civil engineer.</li> <li>• 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"> <li>• 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.</li> </ul> </li> <li>• Show survey/boundary markers.</li> <li>• Show property lines, adjacent public right-of-way, and curb cuts.</li> <li>• Show utility infrastructure, including the adjacent public right-of-way.</li> <li>• Include Legal Description.</li> <li>• Show all existing fences/walls/gates. Include height dimension.</li> <li>• Show all existing structures.</li> <li>• Show existing paved area.</li> <li>• Show existing trees.</li> </ul>	<input type="checkbox"/>
<p><b>SITE PLAN:</b></p> <ul style="list-style-type: none"> <li>• Show entire parcel (indicate square footage of property) and label all property lines.</li> <li>• Label &amp; dimension all existing and proposed structures, including perimeter walls/fences/hedges.</li> <li>• Show all code-required and proposed setbacks. For additions, include the existing setbacks.</li> <li>• Indicate location, size, and species of existing trees and vegetation (indicate which are to be removed).</li> </ul>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>• Indicate location of streets and sidewalks.</li> <li>• Show location of any public or private easements, curb cuts, and any obstructions in the public right-of-way.</li> <li>• Show anticipated dedications and/or improvements to the public right-of-way.</li> <li>• Show the location of any ground-mounted mechanical equipment and required screening.</li> <li>• Show the location of any loading spaces if not located within the building envelope.</li> <li>• 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.</li> </ul>	
<p><b>FLOOR PLANS:</b></p> <ul style="list-style-type: none"> <li>• Show fully dimensioned existing and proposed floor and roof plans.</li> <li>• 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).</li> <li>• Show the location of all parking spaces.</li> <li>• 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).</li> <li>• Provide measurements for the depth of recessed windows and doors.</li> <li>• Provide a window and door key which corresponds with the window and door schedule.</li> <li>• Show the location of an on-site loading spaces.</li> </ul>	<input type="checkbox"/>
<p><b>ROOF PLAN:</b></p> <ul style="list-style-type: none"> <li>• Identify elevation points along roof pitches and slopes of pitches.</li> <li>• Show the location of any roof-mounted mechanical equipment and required screening.</li> <li>• Show existing and proposed gutters and downspouts.</li> <li>• 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.</li> </ul>	<input type="checkbox"/>
<p><b>LANDSCAPE PLAN/ELEVATION</b> (may be subject to compliance with Beverly Hills Water Efficiency standards):</p> <ul style="list-style-type: none"> <li>• Indicate type, size, quantity, and location of existing and new plants. (Recommended Species List: <a href="http://www.beverlyhills.org/recommendedtrees">www.beverlyhills.org/recommendedtrees</a>).</li> <li>• Provide pictures of the plant species proposed.</li> <li>• 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).</li> <li>• Provide a landscape lighting plan. If there is no lighting proposed, please indicate this on the plans and application.</li> <li>• Provide cut sheets of any proposed landscape lighting fixtures.</li> </ul>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>• Provide an elevation that includes the proposed landscaping, to scale, at the time of planting.</li> </ul>	
<p><b>ELEVATIONS/RENDERINGS/SECTIONS:</b></p> <ul style="list-style-type: none"> <li>• Provide existing and proposed elevations from all directions (north, south, east, and west).</li> <li>• Label existing portions of structures to remain and the proposed additions (when applicable). Show all sides of the structure.</li> <li>• Indicate the height of all existing and proposed structures. Indicate how height is measured. Include datum points.</li> <li>• Provide details of architectural features (callouts, cut sheets, photos).</li> <li>• Provide dimensions of windows and doors in a window/door schedule.</li> <li>• Show the location of exterior light fixtures to scale.</li> <li>• 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.</li> <li>• 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.</li> </ul>	<input type="checkbox"/>
<p><b>DEMOLITION PLAN AND CALCULATIONS † (not required for new buildings):</b></p> <ul style="list-style-type: none"> <li>• Provide dollar valuation of proposed improvements (labor and materials).</li> <li>• Estimated replacement cost of existing building as determined on a square foot basis per determination from the City’s Development Services Program.</li> <li>• 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).</li> </ul>	<input type="checkbox"/>
<p><b>HISTORIC PRESERVATION:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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)</li> <li>• 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.</li> </ul>	<input type="checkbox"/>

<p><b>ENVIRONMENTAL DOCUMENTATION:</b></p> <ul style="list-style-type: none"> <li>• Please consult with Planning staff to determine the environmental review required for submittal.</li> <li>• Categorical exemption forms can be found here: <a href="http://www.beverlyhills.org/planningapplications">www.beverlyhills.org/planningapplications</a>.</li> </ul>	<input type="checkbox"/>
<p><b>ADJACENT PROPERTIES:</b></p> <ul style="list-style-type: none"> <li>• Show structures on neighboring properties on the plot plan or on a separate plan and show distances to proposal.</li> <li>• 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.</li> </ul>	<input type="checkbox"/>
<p><b>SHADE AND SHADOW STUDY: †</b></p> <ul style="list-style-type: none"> <li>• Diagram the shadows from the proposed structure during the winter and summer equinoxes, from 6 AM to 9 PM at three-hour intervals.</li> </ul>	<input type="checkbox"/>
<p><b>LOADING STUDY: †</b> (required only if requesting a modification from the loading requirements pursuant to BHMC §10-3-2741)</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	<input type="checkbox"/>
<p><b>PARKING STUDY AND PARKING ACCESSIBILITY DIAGRAMS: †</b></p> <ul style="list-style-type: none"> <li>• Required only if requesting modifications to parking standards as permitted in the City’s Minimum Parking Standards document.</li> <li>• Provide written description of the specific modifications/deviations requested.</li> <li>• Provide a turning radius template that shows how a vehicle would access any modified parking stalls and/or would maneuver a modified drive aisle.</li> <li>• Provide a turning radius template for any access point into a parking area or drive aisle from the City’s public right-of-way.</li> </ul>	<input type="checkbox"/>
<p><b>ROOFTOP OPERATIONS PLAN: †</b></p> <ul style="list-style-type: none"> <li>• Provide the following information for all enclosed and unenclosed rooftop areas proposed pursuant to §10-3-3107:             <ul style="list-style-type: none"> <li>• Indicate the types of uses proposed for all enclosed and unenclosed rooftop areas.</li> <li>• Indicate the proposed hours of operation of all enclosed and unenclosed rooftop areas.</li> <li>• Indicate the type, frequency (yearly, monthly, daily, etc.) of rooftop events, appointments, etc.</li> <li>• Indicate maximum occupancy anticipated for each type of event.</li> </ul> </li> </ul>	<input type="checkbox"/>
<p><b>ARBORIST REPORT: †</b> (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"> <li>• 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</li> </ul>	



<p>listed as a consulting arborist by the American Society of Consulting Arborists (ASCA). At minimum, the report shall include:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• A site plan showing the location of all trees within the front yard area (the trees shall be keyed to the tree inventory).</li> <li>• Clear photographs of all trees.</li> <li>• The health of all trees within the front yard area.</li> <li>• For trees that are proposed to be removed, a reason shall be provided for its removal.</li> <li>• Valuation of the tree(s) proposed to be removed.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>	
<p><b>TENANT INFORMATION REVIEW: †</b></p> <ul style="list-style-type: none"> <li>• 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:</li> <li>• Income levels of tenants</li> <li>• Provide a clearance letter or email from the Rent Stabilization Division noting the result of this consultation meeting.</li> </ul>	<input type="checkbox"/>
<p><b>REQUIRED STUDIES/REPORTS: †</b></p> <ul style="list-style-type: none"> <li>• VMT Analysis and/or Local Traffic Assessment, unless project is screened out per the City’s thresholds memorialized in Planning Commission Resolution No. 1901</li> <li>• Construction Management Plan (required only if project requires the preparation of an environmental report)</li> <li>• Noise Study (required only if request involves rooftop uses or an environmental report is required per CEQA) <ul style="list-style-type: none"> <li>• 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.</li> </ul> </li> <li>• Grading Calculations</li> </ul>	<input type="checkbox"/>

<p><b>REQUIRED FINDINGS: †</b></p> <ul style="list-style-type: none"> <li>• Provide justification in response to the required findings for this entitlement request.</li> </ul>	<input type="checkbox"/>
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**Single-family Residential Zones in the Central Area of the City**

	Staff Verification
<p><b>ELECTRONIC DOCUMENTS:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	<input type="checkbox"/>
<p><b>TITLE PAGE:</b></p> <ul style="list-style-type: none"> <li>• Date (note: this should be updated for each resubmittal)</li> <li>• Project Address</li> <li>• Legal Description</li> <li>• Scope of Work</li> <li>• List of Requested Entitlements</li> <li>• Owner Information</li> <li>• Applicant Information</li> <li>• Architect Contact Information</li> <li>• Agent Contact Information (if applicable)</li> <li>• Zoning Conformance Table with Required/Allowed/Existing vs. Proposed Development Standards</li> </ul>	<input type="checkbox"/>
<p><b>SURVEY:</b></p> <ul style="list-style-type: none"> <li>• An ALTA Survey is recommended.</li> <li>• Must be stamped and signed by a licensed surveyor or licensed civil engineer.                             <ul style="list-style-type: none"> <li>• Show all existing easements or other encumbrances, whether private or public, based on a review of a recent Title Report.</li> <li>• 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.</li> </ul> </li> <li>• Show survey/boundary markers.</li> <li>• Show property lines, adjacent public right-of-way, and curb cuts.</li> <li>• Show utility infrastructure, including the adjacent public right-of-way.</li> <li>• Include Legal Description.</li> <li>• Show all existing fences/walls/gates. Include height dimension.</li> <li>• Show all existing structures.</li> <li>• Show existing paved area.</li> <li>• Show existing trees, with protected trees clearly marked. Include tree circumference (see §10-3-2900 and <a href="http://www.beverlyhills.org/treeremoval">www.beverlyhills.org/treeremoval</a>).</li> </ul>	<input type="checkbox"/>

<p><b>SITE PLAN:</b></p> <ul style="list-style-type: none"> <li>• Show entire parcel (indicate square footage of property) and label all property lines.</li> <li>• Label &amp; dimension all existing and proposed structures, including perimeter walls/fences/hedges.</li> <li>• Show all code-required and proposed setbacks. For additions, include the existing setbacks.</li> <li>• Indicate location, size, and species of existing trees and vegetation (indicate which are to be removed).</li> <li>• Indicate location of streets and sidewalks.</li> <li>• Show location of any public or private easements, curb cuts, and any obstructions in the public right-of-way.</li> <li>• Show paving square footage (when applicable).</li> <li>• Show the location of all parking spaces (required parking spaces must be located outside the required front yard setback).</li> <li>• Show anticipated dedications and/or improvements to the public right-of-way.</li> <li>• Show the location of any ground-mounted mechanical equipment and required screening.</li> </ul>	<input type="checkbox"/>
<p><b>FLOOR PLANS:</b></p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• Show the location of all parking spaces.</li> <li>• 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).</li> <li>• Provide measurements for the depth of recessed windows and doors.</li> <li>• Provide a window and door key which corresponds with the window and door schedule.</li> </ul>	<input type="checkbox"/>
<p><b>ROOF PLAN:</b></p> <ul style="list-style-type: none"> <li>• Identify elevation points along roof pitches and slopes of pitches.</li> <li>• Show the location of any roof-mounted mechanical equipment and required screening.</li> <li>• Show existing and proposed gutters and downspouts.</li> </ul>	<input type="checkbox"/>
<p><b>LANDSCAPE PLAN/ELEVATION</b> (may be subject to compliance with Beverly Hills Water Efficiency standards):</p> <ul style="list-style-type: none"> <li>• Indicate type, size, quantity, and location of existing and new plants. (Recommended Species List: <a href="http://www.beverlyhills.org/recommendedtrees">www.beverlyhills.org/recommendedtrees</a>).</li> <li>• Indicate if any protected tree species is proposed to be removed or relocated.</li> <li>• Provide pictures of the plant species proposed.</li> </ul>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>• Label the location(s) of any proposed hardscape treatment and provide the area calculations of the hardscape (paving) located within the required front yard area.</li> <li>• Provide a landscape lighting plan. If there is no lighting proposed, please indicate this on the plans and application.</li> <li>• Provide cut sheets of any proposed landscape lighting fixtures.</li> <li>• Provide an elevation that includes the proposed landscaping, to scale, at the time of planting.</li> </ul>	
<p><b>ELEVATIONS/RENDERINGS/SECTIONS:</b></p> <ul style="list-style-type: none"> <li>• Provide existing and proposed elevations from all direction (north, south, east, and west)</li> <li>• Label existing portions of structures to remain and the proposed additions (when applicable). Show all sides of the residence.</li> <li>• Indicate the height of all existing and proposed structures. Indicate how height is measured. Include datum points.</li> <li>• Provide details of architectural features (callouts, cut sheets, photos).</li> <li>• Provide dimensions of windows and doors in a window/door schedule.</li> <li>• Show the location of exterior light fixtures to scale.</li> <li>• 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.</li> <li>• 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.</li> </ul>	<input type="checkbox"/>
<p><b>DEMOLITION PLAN AND CALCULATIONS: †</b></p> <ul style="list-style-type: none"> <li>• This is required if project involves work to an existing structure.</li> <li>• Provide full demolition calculations that include the existing surface area of the roof and building walls. Existing elevations must be utilized to show the demolition areas. Identify the areas for demolition via a hatching notation on the elevations.</li> <li>• On existing floor plans, show the walls that are proposed for demolition. These must be consistent with the areas identified for demolition on the existing elevations.</li> <li>• Provide a table that identifies the existing surface areas of the existing exterior walls and roof, the amount to be demolished on each, and demolition percentages for each, as well as a total calculation. If the calculation results in a 50% or greater demolition of the existing structure, the property must be brought into full compliance with all applicable zoning codes.</li> </ul>	<input type="checkbox"/>
<p><b>HISTORIC PRESERVATION:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>• 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). †</li> <li>• 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.</li> </ul>	
<p><b>ARBORIST REPORT: †</b></p> <ul style="list-style-type: none"> <li>• This is required if any protected trees are proposed to be removed.</li> <li>• 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"> <li>○ A complete inventory of all trees within the front yard with information on the tree size, tree species, and whether the tree is considered a native or heritage tree (pursuant to BHMC §10-3-2900). Tree size shall be provided in a circumference measurement that is measured at a height of 4’-6” above natural grade.</li> <li>○ A site plan showing the location of all trees within the front yard area (the trees shall be keyed to the tree inventory).</li> <li>○ Clear photographs of all trees.</li> <li>○ The health of all trees within the front yard area.</li> <li>○ For trees that are proposed to be removed, a reason shall be provided for its removal.</li> <li>○ 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.</li> </ul> </li> <li>• A 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.</li> <li>• If trees located on City-owned property are proposed to be removed, a sign-off/letter from the City Arborist will be required.</li> </ul>	<input type="checkbox"/>
<p><b>CONSTRUCTION TRAFFIC MANAGEMENT PLAN: †</b></p> <ul style="list-style-type: none"> <li>• Provide a construction traffic management plan that includes the following information:             <ul style="list-style-type: none"> <li>○ Construction scheduled for the life of the project (e.g., demolition and excavation, concrete construction, rough construction, finish construction, hardscape/landscape, etc.)</li> <li>○ Earth material excavation and removal-related traffic (equipment delivery, haul trucks, construction personnel, etc.)</li> <li>○ Total construction-related trips for the life of the project (please provide a breakdown of trip type.</li> <li>○ Trip generation summary for each phase of construction (daily trips, frequency of trips, truck size, etc.)</li> </ul> </li> </ul>	<input type="checkbox"/>

City of Beverly Hills – Historic Incentive Permit Application

<ul style="list-style-type: none"> <li>○ Haul route to/from the project site to the City limits.</li> <li>○ Location and number of flaggers to be stationed along haul route.</li> <li>○ Information on how and where any cut will be stored on-site.</li> <li>○ Diagram of on-site construction/haul truck staging.</li> </ul>	
<p><b>ENVIRONMENTAL DOCUMENTATION:</b></p> <ul style="list-style-type: none"> <li>● Please consult with Planning staff to determine the environmental review required for submittal.</li> <li>● Categorical exemption forms can be found here: <a href="http://www.beverlyhills.org/planningapplications">www.beverlyhills.org/planningapplications</a>.</li> </ul>	<input type="checkbox"/>
<p><b>ADJACENT PROPERTIES:</b></p> <ul style="list-style-type: none"> <li>● Show structures on neighboring properties on the plot plan or on a separate plan and show distances to proposal.</li> <li>● 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.</li> </ul>	<input type="checkbox"/>
<p><b>SHADE AND SHADOW STUDY: †</b></p> <ul style="list-style-type: none"> <li>● Diagram the shadows from the proposed structure during the winter and summer equinoxes, from 6 AM to 9 PM at three-hour intervals.</li> </ul>	<input type="checkbox"/>
<p><b>REQUIRED FINDINGS: †</b></p> <ul style="list-style-type: none"> <li>● Provide justification in response to the required findings for this entitlement request.</li> </ul>	<input type="checkbox"/>

**Single-family Residential Zones in the Hillside Area of the City**

	<u>Staff Verification</u>
<p><b>ELECTRONIC DOCUMENTS:</b></p> <ul style="list-style-type: none"> <li>● 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.</li> </ul>	<input type="checkbox"/>
<p><b>TITLE PAGE:</b></p> <ul style="list-style-type: none"> <li>● Date (note: this should be updated for each resubmittal)</li> <li>● Project Address</li> <li>● Legal Description</li> <li>● Scope of Work</li> <li>● List of Requested Entitlements</li> <li>● Owner Information</li> <li>● Applicant Information</li> <li>● Architect Contact Information</li> <li>● Agent Contact Information (if applicable)</li> </ul>	<input type="checkbox"/>

<p>Zoning Conformance Table with Required/Allowed/Existing vs. Proposed Development Standards</p>	
<p><b>SURVEY:</b></p> <ul style="list-style-type: none"> <li>• Provide a Topographic survey of the subject property.</li> <li>• In addition to a topographic survey, the submittal of an American Land Title Association Survey (ALTA) Survey is recommended.</li> <li>• Must be stamped and signed by a licensed surveyor or licensed civil engineer.</li> <li>• Contour lines shall be clearly delineated with existing elevation grades noted for each interval. The interval of each contour line shall not be greater than 2'.             <ul style="list-style-type: none"> <li>• Show all existing easements or other encumbrances, whether private or public, based on a review of a recent Title Report. 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.</li> </ul> </li> <li>• Show survey/boundary markers.</li> <li>• Show property lines, adjacent public right-of-way, and curb cuts, including widths of these features</li> <li>• Show utility infrastructure, including utilities located within the adjacent public right-of-way.</li> <li>• Include Legal Description.</li> <li>• Show all existing fences/walls/gates. Note the heights of these features, with callouts on the top of wall (T.O.W.) and bottom of wall (B.O.W.) elevation grades.</li> <li>• Show all existing structures (including pools).</li> <li>• Show existing paved area.</li> <li>• Show existing trees, with protected trees clearly marked. Include tree circumference (see §10-3-2900 and <a href="http://www.beverlyhills.org/treeremoval">www.beverlyhills.org/treeremoval</a>).</li> </ul>	<input type="checkbox"/>
<p><b>TITLE REPORT:</b></p> <ul style="list-style-type: none"> <li>• Provide a Title Report of the subject property.</li> <li>• The report shall identify all legal instruments that have been recorded against the property.</li> <li>• A copy of the Grant Deed shall be included.</li> <li>• When verification that the subject property was subdivided in accordance with state Subdivision Map Act requirements, documentation regarding the chain of title is required.</li> </ul>	<input type="checkbox"/>

<p><b>SITE PLAN:</b></p> <ul style="list-style-type: none"> <li>• Show entire parcel (indicate square footage of property) and label all property lines.</li> <li>• Label &amp; dimension all existing and proposed structures, including perimeter walls/fences/hedges.</li> <li>• 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).</li> <li>• Indicate location of streets and sidewalks.</li> <li>• Show location of any public or private easements, curb cuts, and any obstructions in the public right-of-way.</li> <li>• Show paving square footage (when applicable).</li> <li>• Show the location of all parking spaces (required parking spaces must be located outside the required front yard setback).</li> <li>• Show anticipated dedications and/or improvements to the public right-of-way.</li> <li>• Show the location of any ground-mounted mechanical equipment and required screening.</li> <li>• Delineate the area of the existing level pad and all proposed level pad areas.</li> </ul>	<input type="checkbox"/>
<p><b>FLOOR PLANS:</b></p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• Show the location of all parking spaces.</li> <li>• Include a fully dimensioned floor area blocking study drawn to architectural scale 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.</li> <li>• Provide a window and door key which corresponds with the window and door schedule.</li> <li>• For projects where construction beyond the existing level pad is proposed, provide an exhibit showing the amount of floor area to be constructed beyond the existing level pad area.</li> </ul>	<input type="checkbox"/>
<p><b>ROOF PLAN:</b></p> <ul style="list-style-type: none"> <li>• Identify elevation points along roof pitches and slopes of pitches.</li> <li>• Show the location of any roof-mounted mechanical equipment and required screening.</li> <li>• Show existing and proposed gutters and downspouts.</li> </ul>	<input type="checkbox"/>
<p><b>GRADING PLAN:</b></p> <ul style="list-style-type: none"> <li>• Must be prepared by a licensed geotechnical engineer or civil engineer.</li> <li>• Include cut and fill analysis and calculations, including a non-compacted soil estimate with swell factor.</li> <li>• Include existing level pad analysis showing the existing level pad and slope areas.</li> <li>• Include a proposed slope analysis showing the existing level pad, proposed level pad, and slope areas.</li> </ul>	<input type="checkbox"/>



<ul style="list-style-type: none"> <li>• Indicate the amount of earth material that will be imported to and exported from the project site. Provide earthwork calculations to indicate the net amount of import or export required.</li> <li>• Indicate how many cubic yards of the soil to be exported is comprised of bedrock material.</li> </ul>	
<p><b>SOILS REPORT:</b></p> <ul style="list-style-type: none"> <li>• Submit a soils/grading report, prepared by a licensed geotechnical engineer.</li> <li>• Report shall detail the soil composition of project site.</li> <li>• Report shall analyze soil testing of site to determine the depth of competent material (e.g., bedrock) for pile and foundation embedment/construction.</li> </ul>	<input type="checkbox"/>
<p><b>LANDSCAPE PLAN/ELEVATION</b> (may be subject to compliance with Beverly Hills Water Efficiency standards):</p> <ul style="list-style-type: none"> <li>• Indicate type, size, quantity, and location of existing and new plants. (Recommended Species List: <a href="http://www.beverlyhills.org/recommendedtrees">www.beverlyhills.org/recommendedtrees</a>).</li> <li>• Indicate if any protected tree species is proposed to be removed or relocated.</li> <li>• Provide pictures of the plant species proposed.</li> <li>• Label the location(s) of any proposed hardscape treatment and provide the area calculations of the hardscape (paving) located within the required front yard area.</li> <li>• Provide a landscape lighting plan. If there is no lighting proposed, please indicate this on the plans and application.</li> <li>• Provide cut sheets of any proposed landscape lighting fixtures.</li> <li>• Provide an elevation that includes the proposed landscaping, to scale, at the time of planting.</li> <li>• If more than 500 square feet of landscaping area will be altered, complete Landscaping Plans that comply with the City’s Water Efficient Landscaping Ordinance (WELO) shall be required. Additional information WELO requirements can be accessed online: <a href="http://www.beverlyhills.org/departments/communitydevelopment/developmentconstruction/singlefamilyresidences/waterefficientlandscaping/">http://www.beverlyhills.org/departments/communitydevelopment/developmentconstruction/singlefamilyresidences/waterefficientlandscaping/</a></li> </ul>	<input type="checkbox"/>
<p><b>ELEVATIONS/RENDERINGS:</b></p> <ul style="list-style-type: none"> <li>• Provide existing and proposed elevations from all direction (north, south, east, and west)</li> <li>• Label existing portions of structures to remain and the proposed additions (when applicable). Show all sides of the residence.</li> <li>• Indicate the height of all existing and proposed structures, as measured from the finish grade of the site.</li> <li>• Provide details of architectural features (callouts, cut sheets, photos).</li> <li>• Provide dimensions of windows and doors in a window/door schedule.</li> <li>• Show the location of exterior light fixtures to scale.</li> <li>• 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.</li> <li>• 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.</li> </ul>	<input type="checkbox"/>

<p><b>SECTIONS:</b></p> <ul style="list-style-type: none"> <li>• Provide architectural and civil sections of the Project. For internal consistency with the set of plans, sections provided on the architectural plans shall also be provided from the same location and direction on the civil plans.</li> <li>• Provide four north-south site sections and four east-west site sections. Show all property lines, code-required setbacks, and proposed setbacks on each section. Additional sections may be required to verify the maximum height of structures and retaining walls.</li> <li>• Sections shall indicate the following minimum information:             <ul style="list-style-type: none"> <li>• Indicate height of the structure, as measured from the finish grade of the site.</li> <li>• Note the height of all retaining walls, as measured from the existing grade or the finished grade, whichever is lower.</li> <li>• Note the cumulative height of all retaining walls within 50' of each other.</li> <li>• Indicate the existing and proposed elevation grade of of all structures, walls, and existing/proposed grades.</li> </ul> </li> <li>• Existing grade (E.G.) and proposed/finish grade (F.G.) lines shall be shown on all sections.</li> <li>• Areas for excavation and over-excavation required for the construction of basements, building foundations, retaining walls, piles, grade beams, pools, and any other soil-displacing activities shall be shown on the sections.</li> <li>• Areas where fill is proposed shall be clearly shown on the sections.</li> </ul>	<input type="checkbox"/>
<p><b>RETAINING WALLS:</b></p> <ul style="list-style-type: none"> <li>• Show the location of all existing and proposed retaining walls on the site plan.</li> <li>• Indicate the length of all existing and proposed retaining walls.</li> <li>• Provide a retaining wall section cut every 10' along the length of the retaining wall(s). Note that these sections must be separate and apart from any other site or building section.</li> <li>• Show the existing and proposed grade on all sections.</li> <li>• Indicate the grade elevation at the bottom of wall (B.O.W.) and top of wall (T.O.W.).</li> </ul>	<input type="checkbox"/>
<p><b>DEMOLITION CALCULATIONS (if project involves work to an existing structure): †</b></p> <ul style="list-style-type: none"> <li>• Using existing elevations, provide fully dimensioned demolition calculations drawn to architectural scale that include the existing elevations with the surface area of the exterior building walls and a roof plans noting the area of the existing roof (calculated using plan view). Additionally, the existing elevations and existing roof plan shall clearly indicate the proposed area of demolition (hatched), with the area and dimensions of the demolition areas noted.</li> <li>• On existing floor plans, show the walls that are proposed for demolition. These must be consistent with the areas identified for demolition on the existing elevations.</li> <li>• Provide a table that identifies the existing surface areas of each of the existing exterior walls and roof area, the amount to be demolished on each, and demolition percentages for each, as well as a total calculation. If the calculation results in a 50% or greater demolition of the existing structure, the property must be brought into full compliance with all applicable zoning codes.</li> </ul>	<input type="checkbox"/>

<p><b>VIEW PRESERVATION ANALYSIS</b>  <b>(if new structure and/or addition is greater than 14” in height): †</b></p> <ul style="list-style-type: none"> <li>• An area map that includes the subject property and all residential properties within a 300’ radius, as measured from the boundaries of the subject property.</li> <li>• The level pad elevation of the subject property and all properties within the 300’ radius. Such level pad elevations must be verified by a licensed land surveyor or engineer.</li> <li>• Site sections that include the subject property and all properties within the 300’ radius. This may require the preparation of multiple site sections. The site sections must show the outline of the new structure and/or addition on the subject property. Each site section must also include view angles from each property, which are measured at 6’-0” above the finished grade of the pad.</li> </ul>	<input type="checkbox"/>
<p><b>STORY POLE PLAN: †</b></p> <ul style="list-style-type: none"> <li>• The installation of story poles are required for all projects where there may be a substantial view disruption, as determined by a view preservation analysis, or for all projects seeking to exceed height limitations.</li> <li>• The story pole plan and installation of all story poles shall conform to the City’s story pole policy.</li> </ul>	<input type="checkbox"/>
<p><b>HISTORIC PRESERVATION</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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)</li> <li>• 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.</li> </ul>	<input type="checkbox"/>
<p><b>ARBORIST REPORT (required only if proposing to remove protected trees): †</b></p> <ul style="list-style-type: none"> <li>• 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"> <li>• A complete inventory of all trees within the front yard with information on the tree size, tree species, and whether the tree is considered a native or heritage tree (pursuant to BHMC §10-3-2900). Tree size shall be provided in a circumference measurement that is measured at a height of 4’-6” above natural grade.</li> <li>• A site plan showing the location of all trees within the front yard area (the trees shall be keyed to the tree inventory).</li> <li>• Clear photographs of all trees.</li> <li>• The health of all tree within the front yard area.</li> </ul> </li> </ul>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>• For trees that are proposed to be removed, a reason shall be provided for its removal.</li> <li>• 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.</li> <li>• A 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.</li> </ul>	
<p><b>CONSTRUCTION TRAFFIC MANAGEMENT PLAN:</b></p> <ul style="list-style-type: none"> <li>• Provide a construction traffic management plan that includes the following information: <ul style="list-style-type: none"> <li>• Construction scheduled for the life of the project (e.g., demolition and excavation, concrete construction, rough construction, finish construction, hardscape/landscape, etc.)</li> <li>• Earth material excavation and removal-related traffic (equipment delivery, haul trucks, construction personnel, etc.)</li> <li>• Total construction-related trips for the life of the project (please provide a breakdown of trip types.</li> <li>• Trip generation summary for each phase of construction (daily trips, frequency of trips, truck size, etc.)</li> <li>• Haul route to/from the project site to the City limits.</li> <li>• Location and number of flaggers to be stationed along haul route.</li> <li>• Information on how and where any cut will be stored on-site.</li> <li>• Diagram of on-site construction/haul truck staging.</li> </ul> </li> </ul>	<input type="checkbox"/>
<p><b>LOW IMPACT DEVELOPMENT: †</b></p> <ul style="list-style-type: none"> <li>• Provide a Low Impact Development (LID) plan noting the amount of impervious surface on a project site. If a project includes the replacement of 10,000 square feet or more of impervious surfaces, compliance with the City’s LID requirements will be required as of building plan check.</li> <li>• If applicable, it is recommended that LID features be incorporated into the set of plans for future building plan check review.</li> <li>• Additional information regarding the City’s LID standards is available online at: <a href="http://www.beverlyhills.org/cbhfiles/storage/files/1266023136723167408/ChecklistforLIDRequirementsFINAL(6).pdf">http://www.beverlyhills.org/cbhfiles/storage/files/1266023136723167408/ChecklistforLIDRequirementsFINAL(6).pdf</a></li> </ul>	<input type="checkbox"/>
<p><b>ENVIRONMENTAL DOCUMENTATION:</b></p> <ul style="list-style-type: none"> <li>• Please consult with Planning staff to determine the environmental review required for submittal.</li> <li>• Categorical exemption forms can be found here: <a href="http://www.beverlyhills.org/planningapplications">www.beverlyhills.org/planningapplications</a>.</li> </ul>	<input type="checkbox"/>
<p><b>ADJACENT PROPERTIES:</b></p> <ul style="list-style-type: none"> <li>• Show structures on neighboring properties on the site plan or on a separate plan and show distances to any proposed structure or retaining wall.</li> <li>• 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.</li> </ul>	<input type="checkbox"/>

### Single-family Residential Zones in the Trousdale Area of the City

	Staff Verification
<p><b>ELECTRONIC DOCUMENTS:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>	<input type="checkbox"/>
<p><b>TITLE PAGE:</b></p> <ul style="list-style-type: none"> <li>Date (note: this should be updated for each resubmittal)</li> <li>Project Address</li> <li>Legal Description</li> <li>Scope of Work</li> <li>List of Requested Entitlements</li> <li>Owner Information</li> <li>Applicant Information</li> <li>Architect Contact Information</li> <li>Agent Contact Information (if applicable)</li> <li>Zoning Conformance Table with Required/Allowed/Existing vs. Proposed Development Standards</li> </ul>	<input type="checkbox"/>
<p><b>SURVEY:</b></p> <ul style="list-style-type: none"> <li>An ALTA Survey is recommended.</li> <li>Must be stamped and signed by a licensed surveyor or licensed civil engineer.                             <ul style="list-style-type: none"> <li>Show all existing easements or other encumbrances, whether private or public, based on a review of a recent Title Report.</li> <li>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.</li> </ul> </li> <li>Show survey/boundary markers.</li> <li>Show property lines, adjacent public right-of-way, and curb cuts.</li> <li>Show utility infrastructure, including the adjacent public right-of-way.</li> <li>Include Legal Description.</li> <li>Show all existing fences/walls/gates. Include height dimension.</li> <li>Show all existing structures.</li> <li>Show existing paved area.</li> <li>Show existing trees, with protected trees clearly marked. Include tree circumference (see §10-3-2900 and <a href="http://www.beverlyhills.org/treeremoval">www.beverlyhills.org/treeremoval</a>).</li> </ul>	<input type="checkbox"/>

<p><b>SITE PLAN:</b></p> <ul style="list-style-type: none"> <li>• Show entire parcel (indicate square footage of property) and label all property lines.</li> <li>• Label &amp; dimension all existing and proposed structures, including perimeter walls/fences/hedges.</li> <li>• Show all code-required and proposed setbacks. For additions, include the existing setbacks.</li> <li>• Indicate location, size, and species of existing trees and vegetation (indicate which are to be removed).</li> <li>• Indicate location of streets and sidewalks.</li> <li>• Show location of any public or private easements, curb cuts, and any obstructions in the public right-of-way.</li> <li>• Show paving square footage (when applicable).</li> <li>• Show the location of all parking spaces (required parking spaces must be located outside the required front yard setback).</li> <li>• Show anticipated dedications and/or improvements to the public right-of-way.</li> <li>• Show the location of any ground-mounted mechanical equipment and required screening.</li> </ul>	<input type="checkbox"/>
<p><b>FLOOR PLANS:</b></p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• Show the location of all parking spaces.</li> <li>• 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).</li> <li>• Provide measurements for the depth of recessed windows and doors.</li> <li>• Provide a window and door key which corresponds with the window and door schedule.</li> </ul>	<input type="checkbox"/>
<p><b>ROOF PLAN:</b></p> <ul style="list-style-type: none"> <li>• Identify elevation points along roof pitches and slopes of pitches.</li> <li>• Show the location of any roof-mounted mechanical equipment and required screening.</li> <li>• Show existing and proposed gutters and downspouts.</li> </ul>	<input type="checkbox"/>
<p><b>LANDSCAPE PLAN/ELEVATION</b> (may be subject to compliance with Beverly Hills Water Efficiency standards):</p> <ul style="list-style-type: none"> <li>• Indicate type, size, quantity, and location of existing and new plants. (Recommended Species List: <a href="http://www.beverlyhills.org/recommendedtrees">www.beverlyhills.org/recommendedtrees</a>).</li> <li>• Indicate if any protected tree species is proposed to be removed or relocated.</li> </ul>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>• Provide pictures of the plant species proposed.</li> <li>• Label the location(s) of any proposed hardscape treatment and provide the area calculations of the hardscape (paving) located within the required front yard area.</li> <li>• Provide a landscape lighting plan. If there is no lighting proposed, please indicate this on the plans and application.</li> <li>• Provide cut sheets of any proposed landscape lighting fixtures.</li> <li>• Provide an elevation that includes the proposed landscaping, to scale, at the time of planting.</li> </ul>	
<p><b>ELEVATIONS/RENDERINGS/SECTIONS:</b></p> <ul style="list-style-type: none"> <li>• Provide existing and proposed elevations from all direction (north, south, east, and west)</li> <li>• Label existing portions of structures to remain and the proposed additions (when applicable). Show all sides of the residence.</li> <li>• Indicate the height of all existing and proposed structures. Indicate how height is measured. Include datum points.</li> <li>• Provide details of architectural features (callouts, cut sheets, photos).</li> <li>• Provide dimensions of windows and doors in a window/door schedule.</li> <li>• Show the location of exterior light fixtures to scale.</li> <li>• 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.</li> <li>• 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.</li> </ul>	<input type="checkbox"/>
<p><b>DEMOLITION PLAN AND CALCULATIONS: †</b></p> <ul style="list-style-type: none"> <li>• This is required if project involves work to an existing structure.</li> <li>• Provide full demolition calculations that include the existing surface area of the roof and building walls. Existing elevations must be utilized to show the demolition areas. Identify the areas for demolition via a hatching notation on the elevations.</li> <li>• On existing floor plans, show the walls that are proposed for demolition. These must be consistent with the areas identified for demolition on the existing elevations.</li> <li>• Provide a table that identifies the existing surface areas of the existing exterior walls and roof, the amount to be demolished on each, and demolition percentages for each, as well as a total calculation. If the calculation results in a 50% or greater demolition of the existing structure, the property must be brought into full compliance with all applicable zoning codes.</li> </ul>	<input type="checkbox"/>
<p><b>HISTORIC PRESERVATION:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>• 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). †</li> <li>• 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.</li> </ul>	
<p><b>ARBORIST REPORT: †</b></p> <ul style="list-style-type: none"> <li>• This is required if any protected trees are proposed to be removed.</li> <li>• 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"> <li>○ A complete inventory of all trees within the front yard with information on the tree size, tree species, and whether the tree is considered a native or heritage tree (pursuant to BHMC §10-3-2900). Tree size shall be provided in a circumference measurement that is measured at a height of 4’-6” above natural grade.</li> <li>○ A site plan showing the location of all trees within the front yard area (the trees shall be keyed to the tree inventory).</li> <li>○ Clear photographs of all trees.</li> <li>○ The health of all trees within the front yard area.</li> <li>○ For trees that are proposed to be removed, a reason shall be provided for its removal.</li> <li>○ 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.</li> </ul> </li> <li>• A 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.</li> <li>• If trees located on City-owned property are proposed to be removed, a sign-off/letter from the City Arborist will be required.</li> </ul>	<input type="checkbox"/>
<p><b>CONSTRUCTION TRAFFIC MANAGEMENT PLAN: †</b></p> <ul style="list-style-type: none"> <li>• Provide a construction traffic management plan that includes the following information: <ul style="list-style-type: none"> <li>○ Construction scheduled for the life of the project (e.g., demolition and excavation, concrete construction, rough construction, finish construction, hardscape/landscape, etc.)</li> <li>○ Earth material excavation and removal-related traffic (equipment delivery, haul trucks, construction personnel, etc.)</li> <li>○ Total construction-related trips for the life of the project (please provide a breakdown of trip type.</li> <li>○ Trip generation summary for each phase of construction (daily trips, frequency of trips, truck size, etc.)</li> </ul> </li> </ul>	<input type="checkbox"/>



City of Beverly Hills – Historic Incentive Permit Application

<ul style="list-style-type: none"> <li>○ Haul route to/from the project site to the City limits.</li> <li>○ Location and number of flaggers to be stationed along haul route.</li> <li>○ Information on how and where any cut will be stored on-site.</li> <li>○ Diagram of on-site construction/haul truck staging.</li> </ul>	
<p><b>ENVIRONMENTAL DOCUMENTATION:</b></p> <ul style="list-style-type: none"> <li>• Please consult with Planning staff to determine the environmental review required for submittal.</li> <li>• Categorical exemption forms can be found here: <a href="http://www.beverlyhills.org/planningapplications">www.beverlyhills.org/planningapplications</a>.</li> </ul>	<input type="checkbox"/>
<p><b>ADJACENT PROPERTIES:</b></p> <ul style="list-style-type: none"> <li>• Show structures on neighboring properties on the plot plan or on a separate plan and show distances to proposal.</li> <li>• 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.</li> </ul>	<input type="checkbox"/>
<p><b>SHADE AND SHADOW STUDY: †</b></p> <ul style="list-style-type: none"> <li>• Diagram the shadows from the proposed structure during the winter and summer equinoxes, from 6 AM to 9 PM at three-hour intervals.</li> </ul>	<input type="checkbox"/>
<p><b>REQUIRED FINDINGS: †</b></p> <ul style="list-style-type: none"> <li>• Provide justification in response to the required findings for this entitlement request.</li> </ul>	<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: \_\_\_\_\_, \_\_\_\_\_