



**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

## **Entitlement Renewal / Time Extension Planning Review Application**

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### **Application Overview:**

Before submitting a request for an entitlement renewal or time extension, the Applicant should thoroughly review this application, the Beverly Hills Municipal Code (BHMC), available online at [www.beverlyhills.org/zoning](http://www.beverlyhills.org/zoning), and any resolution or approval documents associated with the project. 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 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](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 visit the following website for staff contact information: [www.beverlyhills.org/contactplanning](http://www.beverlyhills.org/contactplanning).

**Section 1 – 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 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](http://www.beverlyhills.org/historicpreservation) )

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

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

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

<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.

**Section 2 – 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 \_\_\_\_\_ (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**

**Please indicate the reason for the renewal/time extension request. Please indicate the BHMC section or condition of approval that requires the renewal/time extension.**

**Please list the previously approved entitlements that require a renewal or time extension. If a resolution is associated with a prior approval, please list the resolution number.**

**Are there any outstanding Code Enforcement citations on the property?**

Yes  No  If yes, please attach copies.

**Have any police reports been filed for activity that occurred on the property or that is related to the operation of the facility?**

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.

## 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](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 5 – Submittal Requirements & Checklist

- **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 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.
  - Please refer to the Submittal Requirements and Checklist Section contained within the entitlement application(s) for which a renewal or time extension is requested. For example, if the request includes a time extension for a Conditional Use Permit, please refer to the checklist contained within the Conditional Use Permit application required submittal information and documents. A list of all City entitlement applications can be found at [www.beverlyhills.org/planningapplications](http://www.beverlyhills.org/planningapplications).
  - *Inconsistency between drawings, renderings, materials, etc., will be considered an incomplete submittal. Only complete applications will be accepted for filing.*
- If the project that is subject to the renewal / time extension request has any project-specific conditions, please provide a table that includes the project-specific conditions and information on how such condition has been or is being met. Please also provide any supporting documents available to verify condition compliance. An example table format is provided below.

Project-Specific Condition	Compliance Information
1. List condition here.	Explain how the condition has been or is being met.
2. List condition here.	Explain how the condition has been or is being met.

- Provide an attestation document, signed by the applicant, that the information provided within the condition compliance table is correct and that the project has been operating in full compliance with all conditions.
- If any modifications to the entitlements are being sought in conjunction with a renewal or a time extension, a standalone entitlement application (e.g., a Conditional Use Permit application) must be submitted in addition to this entitlement renewal / time extension application.

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- In addition to the submittal requirements set forth in the entitlement application, a narrative must also be provided that clearly identifies and describes those portions of the project and its operations or conditions of approval that are proposed to be modified. Such narrative must also include a reasoning and justification for the modification.

**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. If the proposed project requires multiple applications for separate requests, the submittal requirements of the applications may be combined at staff's discretion. If submitting a site plan and massing model for public distribution purposes per SB 1214, please indicate that on relevant drawings.



**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: \_\_\_\_\_, \_\_\_\_\_