



**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

## **Planned Development Planning Review Application**

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### **Application Overview:**

Before submitting a request for a Planned Development, 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:**

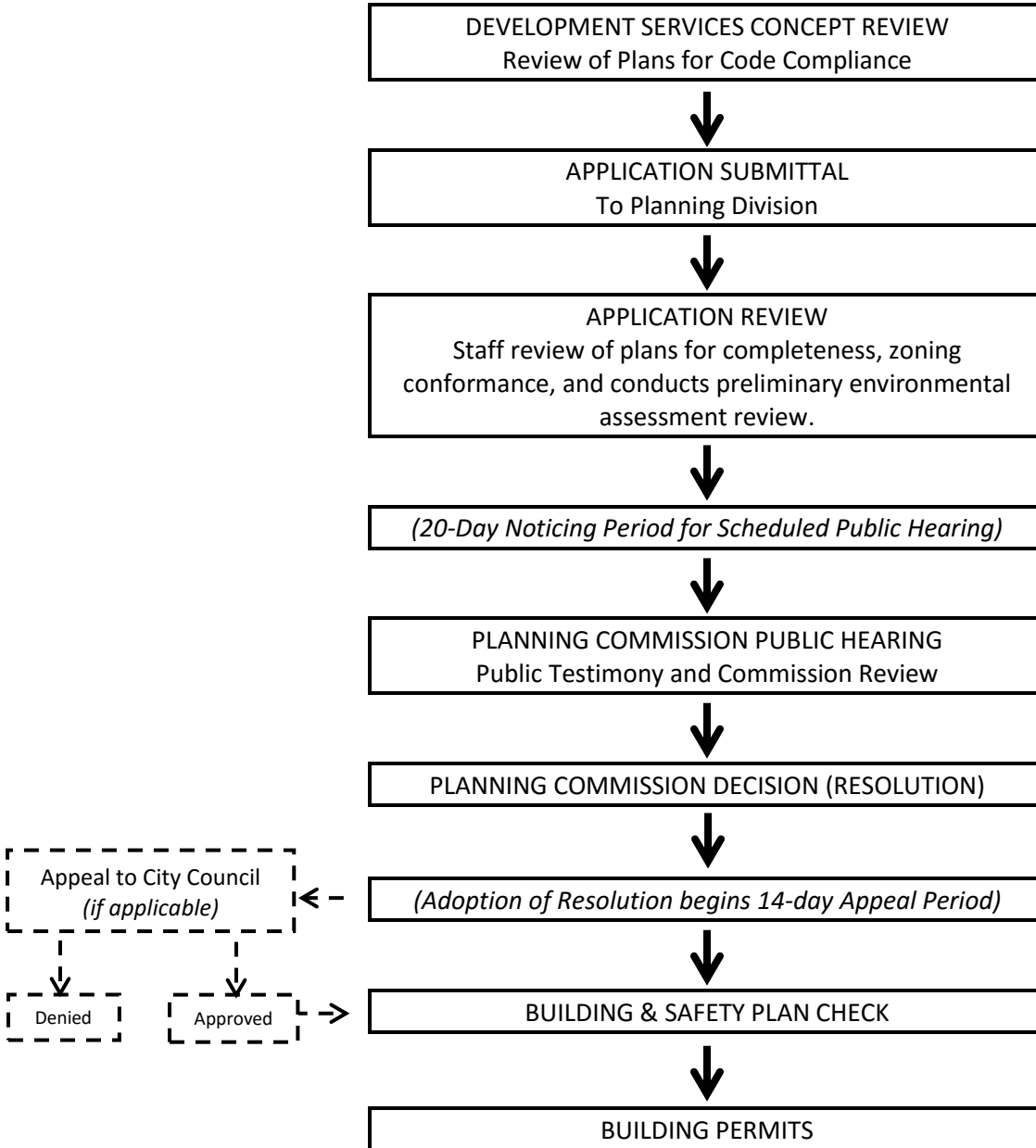
See current Planning Department Fee Schedule here: [www.beverlyhills.org/planningapplications](http://www.beverlyhills.org/planningapplications) or call Community Development at (310)-285-1141.

### **Staff Contact Information:**

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

Section 1 – Permit Review Process Overview

### Planned Development 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. Were any existing structures on the property designed by a Master Architect or are any identified on any historic resource inventory, including the City of Beverly Hills Historic Resource Inventory?** Yes  No  If yes, please list the architect(s): \_\_\_\_\_  
Please contact the Historic Preservation Group at (310) 285-1141 for more information.  
**Have you spoken with the Historic Preservation staff?** Yes  No

**F. Are there removal or relocations of trees in the public right-of-way proposed in connection with the Planned Development?** Yes  No   
Please contact the City Arborist at (310) 285-2540 for more information about street tree removal or relocations, and whether a letter of authorization from the City Arborist can be issued.

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

- A. North: \_\_\_\_\_
- B. South: \_\_\_\_\_
- C. East: \_\_\_\_\_
- D. West: \_\_\_\_\_

**Please describe the proposed distribution, location, extent, and capacity of major components of public and private transportation, infrastructure, and other essential facilities proposed or affected by the proposal within the subject zone.**

**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**

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

**Please indicate the BHMC Section under which the Planned Development review is required:**

**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 Planned Development 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 if the Planned Development will meet the requirements of the BHMC and will advance objectives of the zone in which it is located. In order to conduct this analysis, the following information is required:

- Please provide a program of implementation and operational measures, including a parking program, and a construction management program that addresses: fugitive dust, noise attenuation, air quality, hours of operation, street circulation and parking, employee parking, truck routing and staging, public notifications, pedestrian safety, holiday season considerations, truck traffic scheduling, and coordination with other construction activities in the vicinity of the project. (A separate attachment is preferred, but please note below if the requested documents are attached to this application.)

**Please briefly describe below how the pertinent information attached to this application will advance the objectives of the zone in which the project is located.**

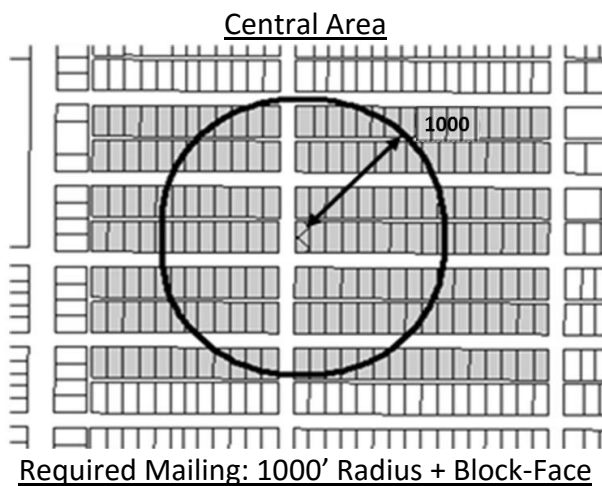
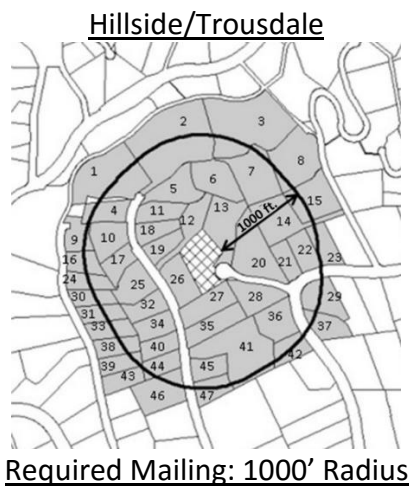
## Section 5 – Public Notice Requirements

The public notice requirements for all planning applications are located in the Beverly Hills Municipal Code §10-3-2.5. The Public Notice Guidelines ([www.beverlyhills.org/publicnotice](http://www.beverlyhills.org/publicnotice)) document contains more detailed information about fulfilling the noticing requirements for applications. It is recommended that Applicants reference these Guidelines.

**NOTE:** If projects are located in the Central Area of the City, mailed notices must be sent to all properties on any block-face intersected by the notification radius. The following notice information is required for Public Noticing of a Planned Development:

### RADIUS MAPS

- ❖ **Two (2) copies** of a map showing the appropriate radius around the subject site and number each parcel touched by that radius consecutively. Include all the adjacent lots that the radius line touches. See the illustration below (Noticed properties are shaded):



### MAILING LABELS

- ❖ **Three (3) sets** of mailing labels with the names and addresses of all property owners and residential occupants of properties identified in the radius map. (PROPERTY OWNER INFORMATION MUST BE OBTAINED FROM THE MOST CURRENT LOS ANGELES COUNTY TAX ASSESSOR'S ROLL)
- ❖ Labels must be dated within 6 months from the date that the mailed notice is sent. If the mailed notice is sent outside of this period, please note that updated labels may be required.
- ❖ Labels must be numbered to correspond to the assigned numbers on the radius map.
- ❖ Labels must be on 8.5" by 11" self-adhesive sheets.
- ❖ DO NOT abbreviate city names (U.S. Postal Service Request).
- ❖ Provide a CD containing the mailing label information in Excel format.

### MAILED NOTICE AFFIDAVIT

- ❖ Completed and signed statement that the labels and maps are complete and current (see [Mailing Affidavit](#) at end of application).

### POSTED NOTICE AFFIDAVIT

- ❖ Please refer to the Public Notice Guidelines for information on how to post an on-site posted notice for this application (see [Posted Notice Affidavit](#) at the end of the application).

**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.

Applicant  
Checklist

Staff  
Verification

- |                          |  |                          |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | <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 at the time the application is filed.</li> </ul>  | <input type="checkbox"/> |
| <input type="checkbox"/> | <p><b>TITLE PAGE:</b></p> <ul style="list-style-type: none"> <li>• Date</li> <li>• Project Address</li> <li>• Legal Description</li> <li>• Project Description</li> <li>• Owner Information</li> <li>• Applicant Information (Name and Address)</li> <li>• Architect Contact Information</li> <li>• Agent Contact Information (if applicable)</li> <li>• Parking Spaces Required and Provided</li> <li>• Height Measurement</li> <li>• Proposed Floor Area and Floor Area Ratio (FAR)</li> <li>• Zoning Conformance Table with Required/Allowed vs. Proposed Development Standards (i.e. setbacks, height, density, etc.)</li> </ul> | <input type="checkbox"/> |
| <input type="checkbox"/> | <p><b>SURVEY:</b></p> <ul style="list-style-type: none"> <li>• Must be stamped and signed by a licensed surveyor.</li> <li>• Show all existing easements or other encumbrances, whether private or public, based on a review of a recent Title Report.</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> </ul>  | <input type="checkbox"/> |

- Show all existing fences/walls/gates. Include height dimension.
- Show all existing structures.
- Show existing paved area.
- Show existing trees, with protected trees clearly marked. Include tree circumference (see §10-3-2900 and [www.beverlyhills.org/treeremoval](http://www.beverlyhills.org/treeremoval)).
- An ALTA Survey is recommended.

**PLOT PLAN:**

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

**FLOOR PLANS:**

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

**ROOF PLAN:**

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

**LANDSCAPE PLAN/ELEVATION** (may be subject to compliance with Beverly Hills Water Efficiency standards):

- Indicate type, size, and location of existing and new plants.  
(Recommended Species List: [www.beverlyhills.org/recommendedtrees](http://www.beverlyhills.org/recommendedtrees)).
- Indicate if any protected tree species is proposed to be removed or relocated.
- Provide pictures of the plant species proposed.
- Label the location(s) of any proposed hardscape treatment and provide the area calculations of the hardscape (paving).

- Provide a landscape lighting plan. If there is no lighting proposed, please indicate this on the plans and application.
- Provide cut sheets of any proposed landscape lighting fixtures.
- Provide an elevation that includes the proposed landscaping, to scale, at the time of planting.

**ELEVATIONS:**

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

**ENVIRONMENTAL DOCUMENTATION:**

- Please consult with Planning staff to determine the environmental review required for submittal.
- Categorical exemption forms can be found here: [www.beverlyhills.org/planningapplications](http://www.beverlyhills.org/planningapplications).

**ADJACENT PROPERTIES:**

- Show structures on neighboring properties on the plot plan or on a separate plan and show distances to proposal.
- Include cross-sections through the site and adjacent properties to show the relationship of the proposal to the adjacent properties' structures. Indicate heights and distances.

**ADDITIONAL INFORMATION:**

- Staff may require additional information in order to process the application. Please consult with staff prior to submittal to determine if additional information is required. Additional information may include, but is not limited to:
  - Colored Renderings
  - Traffic Study
  - Parking Study
  - Loading Study
  - Construction Management Plan
  - Grading Calculations
  - Noise Study
  - Light Study
  - Additional Environmental Review
  - Historic Review
  - Arborist's Report
  - Sign-off/letter from City Arborist if City trees are involved

**Mailing List Affidavit**

**MAILING LIST AFFIDAVIT**

STATE OF CALIFORNIA        )  
COUNTY OF LOS ANGELES    )     ss  
CITY OF BEVERLY HILLS       )

I, \_\_\_\_\_, hereby certify that, to the best of my knowledge and under penalty of perjury, the attached Ownership List correctly shows the names and addresses of all persons to whom all property is assessed, as they appear on the most current Los Angeles Tax Assessor’s roll, within the area described on the attached application and for a distance of feet (plus block-face if properties are located in the Central Area of the City) from the exterior boundaries of the property described on the attached application.

I further certify that, if required pursuant to the attached application, the attached Occupants List reflects all residential addresses within \_\_\_\_\_ feet (plus block-face if properties are located in the Central Area of the City) from the exterior boundaries of the property described on the attached application that are not owner occupied.

I certify under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

**Posted Notice Affidavit**

**POSTED NOTICE AFFIDAVIT**

STATE OF CALIFORNIA     )  
COUNTY OF LOS ANGELES   )    ss  
CITY OF BEVERLY HILLS     )

I, \_\_\_\_\_, under penalty of perjury state: That on

The \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_, I personally caused a Notice of Pending  
          (Day)                                (Month)                                (Year)

Project, to be posted at the following place within said State, County, and City, to wit:

\_\_\_\_\_.

I certify under penalty of perjury that the foregoing is true and correct.

Attach proof of posting.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

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