



**COMMUNITY DEVELOPMENT DEPARTMENT**  
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**CITY OF BEVERLY HILLS**  
**SATELLITE DISH PERMIT**

Before preparing this application, the applicant should review the provisions of Code Section 10-3.2752, AND should consult with the City Staff that will be involved in reviewing and processing the application (Building & Safety and Planning).

Attached is a chart which outlines the Code requirements for satellite dish installations, a flow chart which illustrates the review process, and an application checklist which includes a listing of all materials required for submission.

The Planning Commission reviews proposed satellite dish antennas in Single-Family residential zones that do not conform with the Code requirements. The Director of Community Development reviews proposed satellite dish antennas in other zones. In reviewing an application for a Satellite Dish Permit, the Planning Commission, or Community Development Director will apply the following criteria:

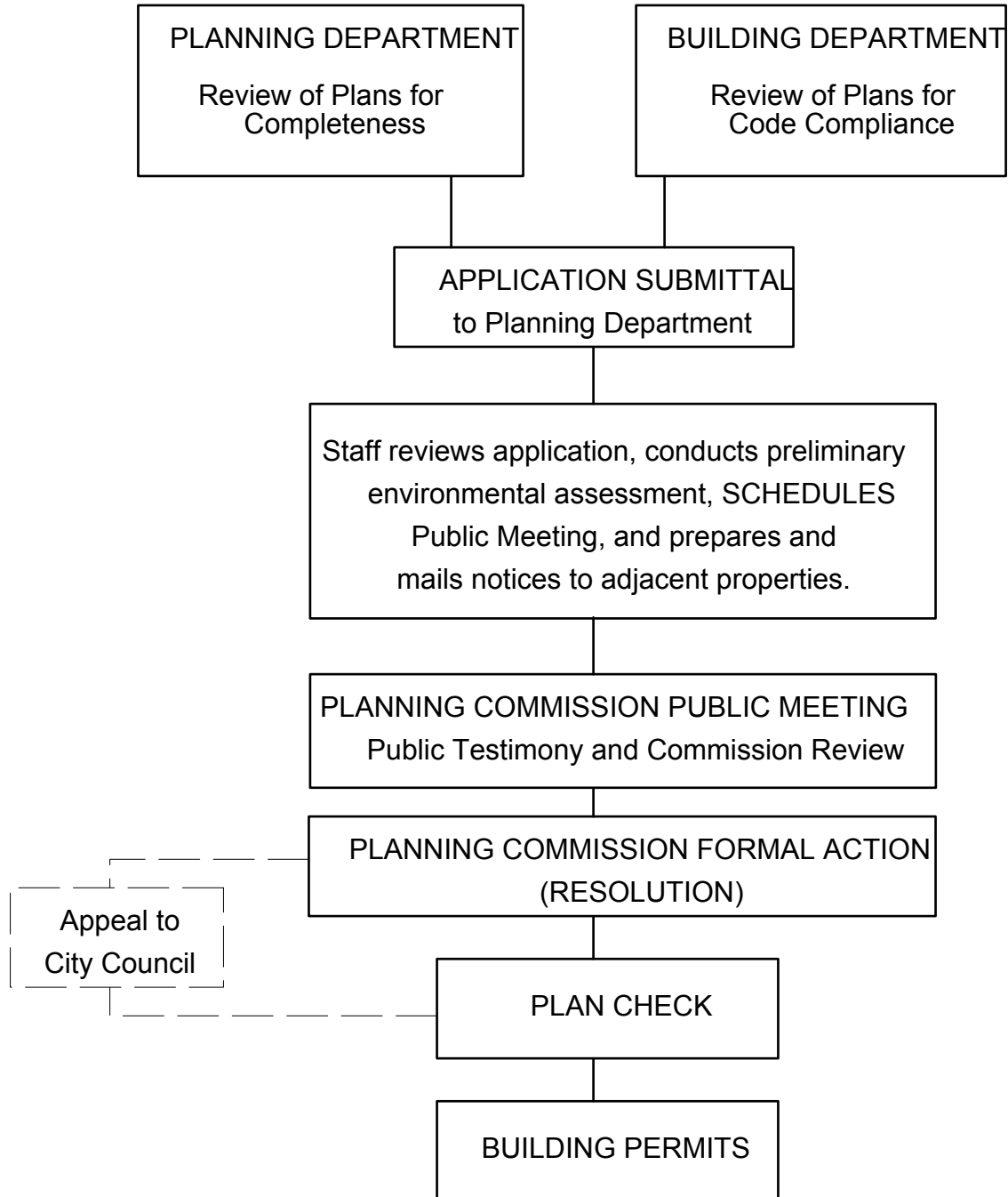
1. Applicant's right to reasonable satellite signal reception;
2. Protection of the streetscape from structures which are incompatible with the scale and massing of that streetscape;
3. Protection of the neighbors' access to light and air;
4. Protection of the neighbors' privacy; and
5. Protection of the garden quality of the City.

APPLICANTS ARE REQUIRED TO DEMONSTRATE THAT THE DESIRED INSTALLATION REPRESENTS THE LEAST VISIBLY OBTRUSIVE LOCATION AS VIEWED FROM THE PUBLIC STREET(S) SURROUNDING THE PROPERTY, WHILE AFFORDING ADEQUATE SIGNAL RECEPTION.

| <b>REQUIREMENTS FOR SATELLITE DISH ANTENNA INSTALLATIONS</b> |   |  |  |
|--|---|--|--|
|  | <b>Single-Family Residential</b>  | <b>Multifamily Residential</b>   | <b>Commercial/ Industrial</b>  |
| <b>Diameter (max.)</b>                                       | 10 feet   | 10 feet  | 16.5 feet  |
| <b>Height (max.)</b>   | 12 feet   | 12 feet  | 15 feet  |
| <b>No. Per Site</b>  | 1   | 1 or 2 (10+ Unit Building)   | Unrestricted   |
| <b>Location:<br/>Front Yard<br/>Side Yard</b>                | Not allowed<br>Not allowed  | Not allowed<br>Not allowed   | N.A.<br>N.A.   |
| <b>Surface Area</b>  | Mesh or solid   | Mesh or solid  | Mesh or solid  |
| <b>Color</b>   | Neutral   | Neutral  | Neutral  |
| <b>Screening</b>   | Walls, fences, plants, etc. provided reception not impaired.  | Walls, fences, plants, etc. provided reception not impaired.   | Walls, fences, plants, etc. provided reception not impaired.   |
| <b>Advertising</b>   | 6" Sq. on Rear  | 6" Sq. on Rear   | 6" Sq. on Rear   |
| <b>Review Requirements</b>                                   | Product and Installation Specs & Location Plans reviewed by Building & Safety Division Director for Code compliance | Product and Installation Specs & Location Plans reviewed by staff for Code compliance; by Arch. Comm. for color, screening, etc. | Product and Installation Specs & Location Plans reviewed by staff for Code compliance; by Arch. Comm. for color, screening, etc. |
| <b>Review of Nonconforming Antennas</b>                      | Planning Commission   | Community Development Director   | Community Development Director   |
| <b>Amortization</b>  | 3 Years; may apply for non-conforming reviews.  | 3 Years; may apply for non-conforming reviews.   | 3 Years; may apply for non-conforming reviews.   |

- Please see next page -

**SATELLITE DISH PERMIT  
REVIEW PROCESS**



## **SATELLITE DISH PERMIT: APPLICATION CHECKLIST**

Complete applications shall consist of the following items.  
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

- Application Forms**
  - Signature of the property owner is required on the application form.
  
- Preliminary Building and Planning Review**
  - Two copies of plans with stamps from the Building & Safety Division.
  - Plans must also be reviewed for completeness by the Planning Division staff prior to application submittal.
  
- Plans**

**12 sets** (2 sets if for multi-family or commercial (installations), collated, stapled and folded.

### **PLOT PLAN**

- Entire parcel must be shown.
- Label and dimension all structures (including walls).
- Indicate proposed installation and distances to property lines.
- Indicate location of streets.
- Show topographical features when appropriate using contour intervals of not more than 5 feet.
- Indicate location of significant trees and vegetation.

### **ELEVATIONS/SECTIONS**

- Show the location and dimensions (mounted height and diameter) of the antenna in relation to the structures. Include parapets, walls, fences, landscaping and mechanical penthouses.
- Identify proposed screening.

### **ROOF PLAN**

- If dish is proposed to be roof-mounted, include a roof plan indicating location of dish and distances to edge of roof.

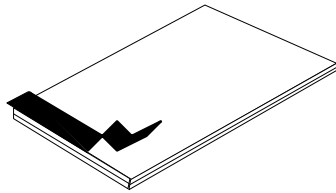
ALL PLANS AND MAPS MUST INCLUDE A TITLE BLOCK WITH THE NAMES AND PHONE NUMBERS OF THE APPLICANT, AND ANY OTHER PROJECT REPRESENTATIVES, AS WELL AS THE PROJECT ADDRESS. PLANS MUST ALSO INCLUDE A NORTH ARROW AND SCALE.

- Manufacturer's Specifications**
  - Include a copy of the manufacturer's installation and product specifications with the application submittal.
  
- Additional Information**
  - Attach a letter from the installer or other technical expert which indicates how the proposed installation location was determined and why alternative locations would not enable adequate signal reception.
  - Include site line drawings, reception window diagrams, photographs, and any other information which would help to support the proposed installation location.
  - Additional information may be requested by staff or the Commission to help better illustrate the proposed installation as it may affect/impact neighboring properties.
  
- Fees**
  - See current Fee Schedule

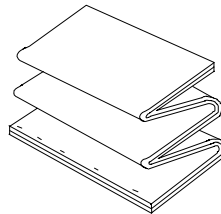
### Folding Directions

All Plans which are larger than 8" x 13" are required to be folded to 8" x 13", to fit in department files. Plans which are not folded **cannot** be accepted.

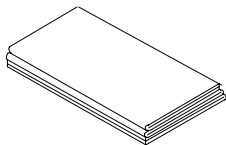
Step 1: Please remove all bindings.



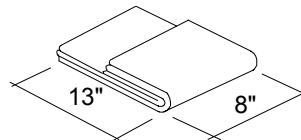
Step 2



Step 3



Step 4: Fold as flatly as possible.  
Project Name and Address must show.



**CITY OF BEVERLY HILLS**

**SATELLITE DISH PERMIT**

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

Legal or Assessor's Description: \_\_\_\_\_

\_\_\_\_\_

Landowner

Applicant or Agent

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_

City: \_\_\_\_\_

State & Zip: \_\_\_\_\_

State & Zip: \_\_\_\_\_

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

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

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

Person to contact for site access: \_\_\_\_\_

Site Size: \_\_\_\_\_ square feet

Floor area of existing structure: \_\_\_\_\_

Height of existing structure (as defined by Code):

Stories: \_\_\_\_\_ Feet: \_\_\_\_\_

Height of proposed satellite dish as measured from grade: \_\_\_\_\_

Height of dish as measured from roof (if roof-mounted): \_\_\_\_\_

Distance from front property line: \_\_\_\_\_

Distance from side property lines: \_\_\_\_\_

Distance from rear property line: \_\_\_\_\_

Project Description Describe the proposed installation and how the location was determined.

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Basis for Request Explain reason for application and why request should be granted pursuant to the criteria listed on page one of the application.

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I, \_\_\_\_\_, am the applicant/authorized agent, and have read and understand all statements. I hereby declare (affirm) that the foregoing statements, facts, and attached plans and materials are true and correct.

\_\_\_\_\_  
Signature of Applicant/Agent

\_\_\_\_\_  
Date

I, \_\_\_\_\_, am the property owner of the subject property. I have read and understand all foregoing statements, and hereby authorize the processing of this application.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

CITY OF BEVERLY HILLS  
DEPARTMENT OF COMMUNITY DEVELOPMENT

**Categorical Exemption**

NAME OF PROJECT \_\_\_\_\_

LOCATION \_\_\_\_\_

TYPE OF BUSINESS (IF COMMERCIAL) \_\_\_\_\_

PROJECT DESCRIPTION \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_

APPLICANT'S ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

IF DIFFERENT, PROVIDE:

AGENT'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_

AGENT'S ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

The undersigned, having received this project for processing, has reviewed it for environmental impact and concluded that the project qualifies for a categorical exemption under the procedures adopted by the City of Beverly Hills and no further environmental assessment is necessary.

Applicable Exemption Class \_\_\_\_\_

COMMENTS \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Fee: \_\_\_\_\_ (See current Fee Schedule)