

Certificate of Ineligibility Application

Certificate of Ineligibility Overview

Beverly Hills Municipal Code Section 10-3-3221 allows owners whose property is not listed on the local register of historic properties to request a Certificate of Ineligibility to determine that the subject property is not eligible for landmark designation. If the Certificate of Ineligibility review determines that the property is ineligible for landmark designation, the property would be exempt from the historic preservation ordinance as further the following paragraph.

A Certificate of Ineligibility restricts the City from initiating proceedings to designate the subject property as a landmark for a period of seven (7) years from the date of issuance. While a certificate of ineligibility is in effect, the subject property shall not be listed on the local register and it will not be subject to the demolition or hold period restrictions provided in Beverly Hills Municipal Code Sections 10-3-3217 and 10-3-3218.

Administrative Procedures

Filing a Complete Application: The Director of Community Development and staff will review the application materials within thirty (30) days after submittal to determine completeness. If the materials are incomplete the City will promptly notify the applicant in writing of the missing information. Within thirty (30) days after submittal of the missing information, the City shall again review the application materials to determine if the application is complete. Copies of the application will also be provided to members of the commission by the director to enable commissioners to provide information to the director concerning the subject property where appropriate.

Preliminary Evaluation: Within thirty (30) days after the application is deemed complete, the Director of Community Development and staff shall prepare a preliminary evaluation stating whether the director finds that the subject property is an eligible property. A copy of the written preliminary evaluation will also be provided to the property owner via first-class mail. If the director determines that the property is not eligible, they shall issue the certificate of ineligibility; but if the director finds that the property is eligible for landmark designation the director shall not issue the certificate. If the City fails to prepare and serve the preliminary evaluation within the allotted thirty (30) days, such failure shall be deemed a finding of ineligibility and the director shall issue the requested certificate without further delay.

Cultural Heritage Commission Hearing: If the director declines to issue the certificate of ineligibility, the Cultural Heritage Commission shall consider the matter at its next regularly scheduled meeting; however, this meeting must be conducted not less than ten (10) days or more than thirty (30) days after the director's determination that the property is eligible. The City will provide the property owner, and their agents, a mailed notice of the date, time and place of the Cultural Heritage Commission meeting. It should be noted that a Cultural Heritage Commission meeting is only required in cases where the director declines to issue a certificate of ineligibility.

Appeals: Only the applicant is authorized to file an appeal of a Certificate of Appropriateness, and must do so within fourteen (14) calendar days after the commission's or director's decision, pursuant to Beverly Hills Municipal Code Section 1.4.102.

Application Forms Available Online

An electronic copy of this Certificate of Ineligibility Application is available on the City's Planning Division webpage. Access to the application begins on the City's webpage, www.beverlyhills.org. Then select 'City Government', 'Departments', 'Community Development', 'Planning', 'Preservation', and then 'Resources'. The application is titled 'Certificate of Ineligibility Application'.

Staff Contact Information:

The following staff members work with historic preservation cases. Please contact to schedule an appointment for application submittal.

Mark Odell
Urban Designer
310-285-1116
modell@beverlyhills.org

Aaron Savage
Associate Planner
310-285-1146
asavage@beverlyhills.org

SECTION 1: Authorization – Owner’s authorization and applicant team contact information

A. Property Information

Project Address: _____

Adjacent Streets: _____

B. Los Angeles County Assessor Parcel Number (APN): _____

C. Property Owner Information¹

Name(s): _____

Address: _____

City: State & Zip Code: _____

Phone/Fax: _____

E-Mail: _____

D. Historic Preservation Consultant [If any]

Name(s): _____

Company: _____

Address: _____

City: State & Zip Code: _____

Phone/Fax: _____

E-Mail: _____

E. Agent [Individual acting on behalf of the Applicant] NOTE: All communication is made through the Agent.

Name(s): _____

Company: _____

Address: _____

City: State & Zip Code: _____

Phone/Fax: _____

E-Mail: _____

F. I hereby certify that I am the owner(s) of the subject property and that I have reviewed the subject application and authorize the Agent to make decisions that may affect my property on my behalf.²

Property Owner’s Signature

Print Property Owner’s Name

Date

¹ If the owner is a corporate entity, signatures from two corporate officers are required from each of the following Groups: Group A – chairperson or president of the board; Group B – board secretary or chief financial officer.

² A signed and dated authorization letter from the property owner is also acceptable.

SECTION 2 : Detailed information about property and buildings

- A. Size of property (total sq. footage)_____
- B. Size and number of all buildings (specify sq. footage for each building separately)_____
- C. Planning Area (Central, Hillside, Trousdale):_____
- D. Year original building(s) were built:_____
- E. Name of property owner when building(s) were constructed:_____
- F. Architect and builder of original building(s):_____
- G. Architectural style of building(s):_____
- H. Original use of building(s) on the site:_____
- I. Most recent use of building(s) on the site:_____
- J. Description and date of significant alterations or changes made to the building(s) since the original construction:_____