



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

INSTRUCTIONS – OWNERSHIP INFORMATION REQUIREMENTS

In order to verify that the property owner has given consent to file an 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 attached [Letter of Authorization Example](#).
- ❖ 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.

Ownership Documentation Requirements		
Type of Property Owner	Required Ownership Documentation	Documents that May be Required (If Applicable)
Individual	N/A	Grant Deed, Letter of Authorization
Limited Liability Company (LLC)	Operating Agreement or Articles of Incorporation	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

Letter of Authorization Example

[OWNERSHIP ENTITY LETTERHEAD]
[ADDRESS]

Date: _____

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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 6 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: _____, _____