Conditional Use Permit
Planning Review Application

Application Overview:
Before submitting a request for a Conditional Use Permit (CUP), the Applicant should thoroughly review this application, as well as the Beverly Hills Municipal Code (BHMC), available online at 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.

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 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.
Section 1 – Property Information & Project Description

A. Property Information

Project Address: _______________________________________________________________

Legal Description of Property: _____________________________________________________

______________________________________________________________________________

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)

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 □

1 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.
A. Property Owner Information:

Name(s): __________________________________________

Address: __________________________________________

City: __________________________ State & Zip Code: ______

Phone: __________________________

E-Mail: __________________________________________

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.

<table>
<thead>
<tr>
<th>Type of Property Owner</th>
<th>Required Ownership Documentation</th>
<th>Documents that May be Required (If Applicable)</th>
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</thead>
<tbody>
<tr>
<td>Individual</td>
<td>N/A</td>
<td>Grant Deed, Letter of Authorization</td>
</tr>
<tr>
<td>Limited Liability Company (LLC)</td>
<td>Operating Agreement or Articles of Organization</td>
<td>Grant Deed, Letter of Authorization</td>
</tr>
<tr>
<td>Corporation</td>
<td>Articles of Incorporation, Bylaws, and/or Meeting Minutes</td>
<td>Grant Deed, Letter of Authorization</td>
</tr>
<tr>
<td>Limited Partnership (LP)</td>
<td>Partnership Agreement</td>
<td>Grant Deed, Letter of Authorization</td>
</tr>
<tr>
<td>Trust</td>
<td>Trust Instrument</td>
<td>Grant Deed, Letter of Authorization</td>
</tr>
</tbody>
</table>
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)

________________________________    BY: ________________________________
(Title, Company)                    (Printed Name)

Additional Owner Signature (if applicable):

Dated:__________________________    BY: ________________________________
(Signature)

________________________________    BY: ________________________________
(Title, Company)                    (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

Have you completed Concept Review for this project?  Yes ☐   No ☐
If yes, please attach a copy of the concept review letter to this application.

Please indicate the reason for the Conditional Use Permit request. Please indicate the BHMC section under which the Conditional Use Permit is requested and required.

Please also indicate below 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 Conditional Use Permit Request.
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. The Public Notice Guidelines (www.beverlyhills.org/publicnotice) document contains more detailed information about fulfilling the noticing requirements for applications. It is recommended that Applicants reference these Guidelines. The following notice information shall be provided by the Applicant at the time of filing the application for a Conditional Use Permit:

RADIUS MAPS

- **Standard Mailed Notice:** Two (2) copies of a map showing a 1000-foot radius plus block-faces around the subject site and number each parcel touched by that radius consecutively. Include all the adjacent lots that the radius line touches.

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Standard Mailed Notice Radius
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MAILING LABELS

- **Two (2) sets** of gummed mailing labels and **one (1) photocopy set** with the names and addresses of all property owners and residential occupants of properties identified in the radius maps. (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. The City will require the labels to be updated prior to sending out any public notice if the date of the labels is greater than 6 months. Failure to provide updated labels may result in a delay of public noticing.
- 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 or USB flash drive containing the mailing label information in Excel format.

ADJACENT NEIGHBOR MAILED NOTICE LABELS

- **Adjacent Neighbor Mailed Notice (Commission-level projects only):** This radius map and labels are required for the initial filing of the application. **Two (2) copies** of a map showing a 100-foot radius around the subject site and number each parcel touched by that radius consecutively. Include all the adjacent lots that the radius line touches. In addition, the applicant must provide pre-paid labels from a private courier service that provides tracking services (such as FedEx or UPS) for all of the owners and residential occupants of properties within the 100-foot radius. An Excel spreadsheet with each address and the associated tracking number provided for the label is also required.
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).

NEIGHBORHOOD MEETING REQUIREMENT

- If the proposed project will be reviewed by the Planning Commission and is located within 170’ of a residentially zoned property, a neighborhood meeting is required to take place prior to submittal of this application. Public notice of this meeting must take place 20 days prior to the meeting date, and must be mailed to all property owners and residential occupants within a 1,000-foot plus block-face radius of the proposed project site. In general, the meeting should take place during the evening hours (5 PM – 9 PM), and should not take place on the weekends or any holiday. The meeting shall take place in a publicly accessible place, and some City facilities are available to be rented. Please see www.beverlyhills.org/facilityrentalreservations for more information.

- The following documentation is required as evidence of the meeting taking place:
  - Completed and signed Neighborhood Meeting Affidavit (included in this application).
  - Completed and signed Neighborhood Mailing Affidavit stating that the meeting was noticed in compliance with the required guidelines.
  - A copy of the mailed notice that was sent out.
  - A copy of the mailing list to which the notice was sent.
  - A copy of the meeting agenda and/or summary of the meeting.
  - A copy of the attendance list or sign-in sheet (if available).

- Please communicate with the Planning Division prior to holding this meeting. A Planning staff member will not be involved in planning the meeting, but will likely attend such meeting to observe if scheduling permits.
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.
  - 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. If the proposed project requires multiple applications for separate requests, the submittal requirements of the applications may be combined at staff’s discretion.

† Items marked below with this symbol may not be required for every project, at staff’s discretion. Please consult with City staff whether or not such requirement may be waived for application submittal. In order to request a waiver from any of the requirements listed below, please submit a written request specifying the requirement and the reason it is not applicable to the proposed project.

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<th>Staff Verification</th>
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**ELECTRONIC DOCUMENTS:**
- Electronic files (pdf) of this completed application and all of the required submittal items outlined in this application shall be provided on a CD or a USB flash drive at the time the application is filed.

**TITLE PAGE:**
- Date (note: this should be updated for each resubmittal)
- Project Address
- Legal Description
- Scope of Work
- List of Requested Entitlements
- Owner Information
- Applicant Information
- Architect Contact Information
- Agent Contact Information (if applicable)
- Zoning Conformance Table with Required/Allowed/Existing vs. Proposed Development Standards

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SURVEY:
- An ALTA Survey is recommended.
- Must be stamped and signed by a licensed surveyor or licensed civil engineer.
  - Show all existing easements or other encumbrances, whether private or public, based on a review of a recent Title Report.
  - Note: If any improvements are proposed over an easement or other encumbrance, it is the responsibility of the Applicant to obtain the necessary approvals and/or modifications to said easement or encumbrance in order to allow improvements in such areas.
- Show survey/boundary markers.
- Show property lines, adjacent public right-of-way, and curb cuts.
- Show utility infrastructure, including the adjacent public right-of-way.
- Include Legal Description.
- 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).

SITE 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 all code-required and proposed setbacks. For additions, include the existing setbacks.
- 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 the location of all parking spaces (required parking spaces must be located outside the required front yard setback).
- Show anticipated dedications and/or improvements to the public right-of-way.
- Show the location of any ground-mounted mechanical equipment and required screening.

FLOOR PLANS:
- Show fully dimensioned existing and proposed floor plans and label each room. Clearly label the proposed bedrooms or rooms that can reasonably be used as a bedroom (note: a room can be considered a bedroom even if it does not have a bathroom and/or closet).
- Show the location of all parking spaces.
- Include a floor area blocking study to demonstrate floor area calculations. The blocking study should be comprised of measurable blocks and clearly delineate between exempt and non-exempt areas. Please refer to BHMC §10-3-100 for
areas that are exempt from floor area calculations (provided in the definition of floor area).
- Provide measurements for the depth of recessed windows and doors.
- Provide a window and door key which corresponds with the window and door schedule.

**DEMOLITION PLAN:**
- Identify any areas proposed to be demolished within/on the existing structure.
- Please note that if the cost of the proposed project scope equals or exceeds 50% of the replacement cost of the building, the building shall conform to all current development standards of the BHMC.

**ROOF PLAN:**
- Identify elevation points along roof pitches and slopes of pitches.
- Show the location of any roof-mounted mechanical equipment and required screening.
- Show existing and proposed gutters and downspouts.

**LANDSCAPE PLAN/ELEVATION** (may be subject to compliance with Beverly Hills Water Efficiency standards):
- Indicate type, size, quantity, 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) located within the required front yard area.
- 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/RENDERINGS/SECTIONS:**
- Provide existing and proposed elevations from all direction (north, south, east, and west)
- Label existing portions of structures to remain and the proposed additions (when applicable). Show all sides of the residence.
- Indicate the height of all existing and 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.
- Provide color renderings as viewed from adjacent public streets and alleys. Note that the rendering must accurately represent the project and must be consistent with the elevations and environs.
- Provide two north-south building sections and two east-west building sections. Show all property lines, code-required setbacks, and proposed setbacks on each section.

### HISTORIC PRESERVATION:
- Consultation with the City’s Urban Designer is required prior to project submittal in order to determine if the property/structure is considered to be a local/state/federal historic landmark, a property/structure that involved the work of a local master architect, or any property/structure identified on any of the City’s historic resources surveys.
- Historic Assessment Report (required only if the project involves the demolition of or modification to a local/state/federal historic landmark, a property/structure that involved the work of a local master architect, or any property/structure identified on any of the City’s historic resources surveys). †
- If the Urban Designer has determined that the property/structure is not considered a historic resource, documentation must be provided at the time of project submittal indicating that determination. Such determination must be current within six months.

### ARBORIST LETTER: †
- If trees located on City-owned property are proposed to be removed, a sign-off/letter from the City Arborist will be required.

### CONSTRUCTION TRAFFIC MANAGEMENT PLAN: †
- Provide a construction traffic management plan that includes the following information:
  - Construction scheduled for the life of the project (e.g., demolition and excavation, concrete construction, rough construction, finish construction, hardscape/landscape, etc.)
  - Earth material excavation and removal-related traffic (equipment delivery, haul trucks, construction personnel, etc.)
  - Total construction-related trips for the life of the project (please provide a breakdown of trip type).
  - Trip generation summary for each phase of construction (daily trips, frequency of trips, truck size, etc.)
  - Haul route to/from the project site to the City limits.
  - Location and number of flaggers to be stationed along haul route.
  - Information on how and where any cut will be stored on-site.
  - Diagram of on-site construction/haul truck staging.

### 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).
<table>
<thead>
<tr>
<th>ADJACENT PROPERTIES: †</th>
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<tbody>
<tr>
<td>• Show structures on neighboring properties on the plot plan or on a separate plan and show distances to proposal.</td>
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<tr>
<td>• 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.</td>
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<tr>
<th>REQUIRED FINDINGS: †</th>
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<tr>
<td>• Provide justification in response to the required findings for this entitlement request.</td>
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<tr>
<th>OPERATIONAL PLAN:</th>
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<tbody>
<tr>
<td>• Provide a detailed operational plan, including but not limited to the following information:</td>
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<tr>
<td>o Hours of operation</td>
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<tr>
<td>o Business information</td>
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<tr>
<td>o Number of employees (total and per shift)</td>
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<tr>
<td>o Parking/valet operations and plan†</td>
<td></td>
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<tr>
<td>o Compliance with code regulations or conditions of approval†</td>
<td></td>
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<tr>
<td>o Compliance with state law or other regulatory bodies†</td>
<td></td>
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<tr>
<td>o Products, services, or amenities provided</td>
<td></td>
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<tr>
<td>o Test drive routes†</td>
<td></td>
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<tr>
<td>o Peak hours for customers†</td>
<td></td>
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<tr>
<td>o Proposed changes to prior operations†</td>
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<tr>
<th>CONDITION COMPLIANCE ATTESTATION: †</th>
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<tbody>
<tr>
<td>• Provide a document attesting to compliance with all applicable conditions of approval of an existing Conditional Use Permit.</td>
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</table>
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

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 Public
(Day) (Month) (Year)

Hearing, 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
NEIGHBORHOOD MEETING AFFIDAVIT

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

I, _____________________________ (name), under penalty of perjury state: That on the
_______ (day) of ____________________ (month), 20____ (year), a neighborhood meeting
occurred at the following location: ___________________________________________________
________________________________________________________________________ (meeting location)

from __________ (approximate start time) to ______________ (approximate end time) related to
a proposed project located at __________________________________________________ (project address).

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

Attached is proof of the meeting taking place in compliance with the stated requirements.

Signed

________________________

Date

________________________
NEIGHBORHOOD MAILING AFFIDAVIT

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

I, ____________________________(name), under penalty of perjury state: that I personally caused a mailing to a 1,000-foot plus block-face radius from the exterior boundaries of the property located at _______________________________(proposed project address) to the attached Ownership List consisting of 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, and to the attached Occupants List which reflects all residential addresses that are not owner-occupied. Said notice was mailed on __________________ (MM/DD/YYYY) at least 20 calendar days prior to a neighborhood meeting that took place on __________________ (MM/DD/YYYY).

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

Attached are the Ownership List and Occupants List used for said mailing of public notice, and a copy of the mailed notice that was sent.

_______________________________
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 ____________________________, which is legally described as ____________________________.  

By signing this form, I hereby declare (choose one):

☐ I am the owner of record of the aforementioned real property.  

☐ 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: ____________________________, ____________________________