Entitlement Renewal / Time Extension
Planning Review Application

Application Overview:
Before submitting a request for an entitlement renewal or time extension, the Applicant should thoroughly review this application, the Beverly Hills Municipal Code (BHMC), available online at [www.beverlyhills.org/zoning](http://www.beverlyhills.org/zoning), and any resolution or approval documents associated with the project. 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).

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](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, or visit the following website for staff contact information: [www.beverlyhills.org/contactplanning](http://www.beverlyhills.org/contactplanning).
Section 1 – Property Information & Project Description

A. Property Information
   Project Address: _______________________________________________________________

   Legal Description of Property: ¹ ______________________________________________________
                                ______________________________________________________

   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.
Section 2 – Owner Authorization & Applicant Team Contact Information

A. Property Owner Information: 2

<table>
<thead>
<tr>
<th>Name(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>E-Mail:</td>
</tr>
</tbody>
</table>

2 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>Ownership Documentation Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Property Owner</strong></td>
</tr>
<tr>
<td>Individual</td>
</tr>
<tr>
<td>Limited Liability Company (LLC)</td>
</tr>
<tr>
<td>Corporation</td>
</tr>
<tr>
<td>Limited Partnership (LP)</td>
</tr>
<tr>
<td>Trust</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

Please indicate the reason for the renewal/time extension request. Please indicate the BHMC section or condition of approval that requires the renewal/time extension.

Please list the previously approved entitlements that require a renewal or time extension. If a resolution is associated with a prior approval, please list the resolution number.

Are there any outstanding Code Enforcement citations on the property?
Yes ☐ No ☐ If yes, please attach copies.

Have any police reports been filed for activity that occurred on the property or that is related to the operation of the facility?
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.
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 (Commission-level) or 100-foot radius (Staff-level) 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.

<table>
<thead>
<tr>
<th>Standard Mailed Notice Radius Commission Level</th>
<th>Standard Mailed Notice Radius Staff Level</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Map" /></td>
<td><img src="image2.png" alt="Map" /></td>
</tr>
<tr>
<td>Required Mailing: 1000’ Radius + Block-Face</td>
<td>Required 100’ Radius + Block-Face</td>
</tr>
</tbody>
</table>

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, or is located within a multi-family residential zone, 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.
  - Please refer to the Submittal Requirements and Checklist Section contained within the entitlement application(s) for which a renewal or time extension is requested. For example, if the request includes a time extension for a Conditional Use Permit, please refer to the checklist contained within the Conditional Use Permit application required submittal information and documents. A list of all City entitlement applications can be found at www.beverlyhills.org/planningapplications.
  - Inconsistency between drawings, renderings, materials, etc., will be considered an incomplete submittal. Only complete applications will be accepted for filing.

- If the project that is subject to the renewal / time extension request has any project-specific conditions, please provide a table that includes the project-specific conditions and information on how such condition has been or is being met. Please also provide any supporting documents available to verify condition compliance. An example table format is provided below.

<table>
<thead>
<tr>
<th>Project-Specific Condition</th>
<th>Compliance Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. List condition here.</td>
<td>Explain how the condition has been or is being met.</td>
</tr>
<tr>
<td>2. List condition here.</td>
<td>Explain how the condition has been or is being met.</td>
</tr>
</tbody>
</table>

- Provide an attestation document, signed by the applicant, that the information provided within the condition compliance table is correct and that the project has been operating in full compliance with all conditions.

- If any modifications to the entitlements are being sought in conjunction with a renewal or a time extension, a standalone entitlement application (e.g., a Conditional Use Permit application) must be submitted in addition to this entitlement renewal / time extension application.
  - In addition to the submittal requirements set forth in the entitlement application, a narrative must also be provided that clearly identifies and describes those portions of the project and its operations or conditions of approval that are proposed to be modified. Such narrative must also include a reasoning and justification for the modification.

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.
<table>
<thead>
<tr>
<th>STATE OF CALIFORNIA</th>
<th>)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNTY OF LOS ANGELES</td>
<td>ss</td>
</tr>
<tr>
<td>CITY OF BEVERLY HILLS</td>
<td>)</td>
</tr>
</tbody>
</table>

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 ____________________________________________, (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.

☐ 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: ______________________________, ______________________________

Planning Form: P-07
Version: December 2019