



## LANDMARK DESIGNATION APPLICATION

Dear Applicant,

Thank you for your interest in the City of Beverly Hills' Historic Preservation Program and considering your property as a City Landmark. Designation is the formal acknowledgment by the City that a property is historically significant to the community and worthy of special recognition.

Designated landmark properties may include individual buildings; sites; parks and landscapes; objects such as street clocks and sculptures; or groups of structures and features unified by plan, design, or development generally referred to as historic districts.

Please review the benefits and requirements of landmark designation outlined in this application packet. If you have any questions, please contact one of the following Historic Preservation Program staff members:

Aaron Savage  
Associate Planner & CHC Staff Liaison  
310.285.1146  
[asavage@beverlyhills.org](mailto:asavage@beverlyhills.org)

Mark Odell  
Urban Designer & CHC Staff Liaison  
310.285.1116  
[modell@beverlyhills.org](mailto:modell@beverlyhills.org)

### Introduction

- By owning a designated landmark building you are a steward of Beverly Hills' heritage. The benefits of preservation are not merely aesthetic. It reminds us of our history while providing new resources for today's homes and businesses. Preservation is integral to our economic development planning, and it enhances our city's attraction as a center for tourism. It promotes sustainability through the reuse, repair, and upgrading of existing built resources. Historic preservation allows us to recognize the quality and uniqueness of our past as we change and adapt for the future.
- Section 10-3-3215 of the Beverly Hills Municipal Code sets forth a procedure for designating any historic resource in the City a landmark property and also establishes the Cultural Heritage Commission.
- The Cultural Heritage Commission is responsible for identifying and recommending to the City Council what properties meet the standards for landmark designation.
- Protection of individual landmarks and properties located within landmark historic districts is provided by design review of modifications to exteriors and, in some cases, interiors of buildings. A Certificate of Appropriateness is required prior to making alterations to landmarks.
- Appointments for landmark designation applications are made through the Staff Liaison to the Commission.



## **LANDMARK DESIGNATION APPLICATION**

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### **General Information**

Landmark designations may be initiated by the City Council, Cultural Heritage Commission, or property owner and are designated by resolution by City Council. Historic district designations may be initiated by petition of property owners as well as the above entities. Historic districts are also designated by resolution of the City Council. For historic district designation please contact the Commission staff liaison for additional information.

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In order to be designated the property must satisfy the landmark designation criteria as listed in Beverly Hills Municipal Code (BHMC) §10-3-3212. As summarized in the table on Page 4 of this application, the property must demonstrate age,

Title to landmark property does not change as a result of designation. There are no restrictions on sale of landmarks. Designation as a landmark does not establish a requirement that the property be open to the public.

In many cases, research performed during the City's on-going historic resources survey process has provided information about the background of many individual buildings in the community. The survey forms are available for study at the counter of the Community Development Department.

Guidelines and requirements for understanding the City of Beverly Hills' landmark designation criteria, preparing DPR523 forms, and related historic resources survey assessment reports were developed to assist applicants in completing the landmark designation application and necessary supporting documentation required for landmark consideration. Please refer to these guidelines when completing your landmark designation application. National Register evaluation principles regarding criteria, category classifications, and integrity have been adapted for local application.

If you have any questions about the application form or designation process, or when you are ready to schedule an appointment, contact Mark Odell at 310-285-1116.



## LANDMARK DESIGNATION APPLICATION

### APPLICATION PROCESS:

#### LANDMARK DESIGNATION PROCESS

##### Pre-Application Meeting

Prior to submitting an application for landmark designation the applicant shall schedule a pre-application meeting with City staff. The purpose of the pre-application meeting is to assess if the property could satisfy any of the applicable criteria and may be potentially eligible for designation. In order to be scheduled for a hearing with the Cultural Heritage Commission a pre-application meeting with City Staff is required.

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##### Application Submittal

Planning staff receives the fully completed Landmark Designation application and all necessary supplemental material. If staff determines that the nominated property is eligible for designation, the nomination is scheduled for a public hearing before the Cultural Heritage Commission.

##### Review for Completeness

City staff reviews all submitted application information for accuracy and completeness and may schedule a meeting with the applicant to discuss any details of the designation application. Once the application is determined complete, City staff forwards it to the Cultural Heritage Commission for consideration at a noticed public hearing.

##### Cultural Heritage Commission Hearing

The Cultural Heritage Commission shall consider the landmark nomination and determines if the property meets the criteria for designation as a City landmark. At the public hearing, the Commission will receive evidence and hear arguments as to whether the property meets the criteria for designation. If the Commission finds that the nominated property qualifies for designation it forwards a recommendation on the designation to the City Council.

##### City Council Hearing

At a noticed public hearing the City Council will determine whether to approve or deny the request for landmark designation. If the Cultural Heritage Commission does not recommend designation to the Council the proceedings terminate and the property cannot be considered for designation for five years, except at the request of the owner.

##### Landmark Resolution and Recordation

If approved by the City Council, the City prepares a resolution acknowledging the landmarking of the property and forwards it to the County Recorder's office for recordation. The recorded copy will be returned to the City for submission to the County Tax Assessor's office for implementation.



## LANDMARK DESIGNATION APPLICATION

### LANDMARK DESIGNATION CRITERIA

Criteria A (all) and B (at least one) must both be met for a property to qualify for landmark designation.

A LANDMARK MUST SATISFY <b>ALL</b> OF THE REQUIREMENTS IN SECTION A:			
<input type="checkbox"/>	<b>A.1</b>	<b>Age</b>	It is at least forty-five (45) years of age, or is a property of extraordinary significance;
<input type="checkbox"/>	<b>A.2</b>	<b>Style</b>	It possesses high artistic or aesthetic value, and embodies the distinctive characteristics of an architectural style or architectural type or architectural period;
<input type="checkbox"/>	<b>A.3</b>	<b>Integrity</b>	It retains substantial integrity from its period of significance; and
<input type="checkbox"/>	<b>A.4</b>	<b>Historic Value</b>	It has continued historic value to the community such that its designation as a landmark is reasonable and necessary to promote and further the purposes of this article.
IN ADDITION TO THE REQUIREMENTS SET FORTH IN SECTION A ABOVE, A LANDMARK MUST SATISFY <b>AT LEAST ONE</b> OF THE FOLLOWING REQUIREMENTS:			
<input type="checkbox"/>	<b>B.1</b>	<b>National Register</b>	It is listed on the National Register of Historic Places;
<input type="checkbox"/>	<b>B.2</b>	<b>Exceptional Work</b>	It is an exceptional work by a Master Architect;
<input type="checkbox"/>	<b>B.3</b>	<b>Person of Great Importance</b>	It is an exceptional work that was owned and occupied by a person of great importance, and was directly connected to a momentous event in the person's endeavors or the history of the nation. For purposes of this paragraph, personal events such as birth, death, marriage, social interaction, and the like shall not be deemed to be momentous;
<input type="checkbox"/>	<b>B.4</b>	<b>Person of Great Local Prominence</b>	It is an exceptional property that was owned and occupied by a person of great local prominence;
<input type="checkbox"/>	<b>B.5</b>	<b>Iconic</b>	It is an iconic property; or
<input type="checkbox"/>	<b>B.6</b>	<b>Voluntary Designation</b>	The landmark designation procedure is initiated, or expressly agreed to, by the owner(s) of the property.



## LANDMARK DESIGNATION APPLICATION

### 1. APPLICATION INFORMATION (print or type):

Property Address: \_\_\_\_\_  
Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
  
Applicant: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Primary Contact Person: ☐ Applicant ☐ Property Owner

*I, the undersigned, declare under penalty of perjury under the laws of the State of California that the information on this Landmark Designation Application is true and correct to the best of my knowledge. I understand that by nominating the subject property for landmark designation I cannot proceed with any environmental changes or alterations unless and until a Certificate of Appropriateness is issued by the Cultural Heritage Commission or Community Development Department Director. I further understand that neither this application nor a subsequently issued Certificate of Appropriateness supersedes the need to obtain the necessary building permits and other applicable permits and approvals under the City of Beverly Hills Municipal Code.*

*Please check the box if applicable:*

*Pursuant to Beverly Hills Municipal Code Section 10-3-3215, the applicant hereby waives the time periods outlined in the Code for the landmark designation process.*

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 2. PROPOSED LANDMARK INFORMATION:

PROPOSED NAME OF LANDMARK:	ASSESSOR'S PARCEL NUMBER:	
COMPLETE PARCEL DESCRIPTION (TRACT/BLOCK/LOT):		

### 3. SUBMITTAL REQUIREMENTS:

<input type="checkbox"/>	Completed Application	<input type="checkbox"/>	Photographic Record of Property
<input type="checkbox"/>	Completed Survey Assessment Report	<input type="checkbox"/>	Site Plan of Subject Property
<input type="checkbox"/>	Completed DPR523 Inventory Form	<input type="checkbox"/>	Supplement Material
		<input type="checkbox"/>	Applicable Fee



## LANDMARK DESIGNATION APPLICATION

4. PROPERTY DESCRIPTION:	
ARCHITECTURAL STYLE:	CONSTRUCTION DATE:
ARCHITECT, DESIGNER, OR ENGINEER:	CONTRACTOR, BUILDER, OTHER:
PRESENT USE:	ORIGINAL USE:
CONDITION: <input type="checkbox"/> EXCELLENT <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR <input type="checkbox"/> DETERIORATED	
SIGNIFICANT ALTERATIONS:	
THREATS TO SITE: <input type="checkbox"/> NONE KNOWN <input type="checkbox"/> ZONING <input type="checkbox"/> VANDALISM <input type="checkbox"/> PUBLIC PROJECT <input type="checkbox"/> PRIVATE DEVELOPMENT <input type="checkbox"/> OTHER:	
PROPERTY SITING: <input type="checkbox"/> ORIGINAL LOCATION <input type="checkbox"/> MOVED <input type="checkbox"/> UNKNOWN	

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5. PROPERTY SIGNIFICANCE (use additional sheets if necessary):
BRIEFLY STATE HISTORICAL AND/OR ARCHITECTURAL IMPORTANCE OF THE PROPOSED LANDMARK PROPERTY: INCLUDE DATES, EVENTS, PERSON(S), ARCHITECT, AND/OR ARCHITECTURAL ASSOCIATED WITH THE SITE.
SOURCES (LIST BOOKS, DOCUMENTS, SURVEYS, MAPS, PERSONAL INTERVIEWS WITH DATES, ETC.)



## LANDMARK DESIGNATION APPLICATION

6. CHARACTER-DEFINING FEATURES:	
NAME OF PROPOSED LANDMARK:	PROPERTY ADDRESS:
NUMBER OF STORIES:	PLAN TYPE (BASIC SHAPE OF STRUCTURE):
ARCHITECTURAL STYLE:	STRUCTURE USE (SFR, MFR, COMMERCIAL, ETC.):
<b>EXTERIOR FINISH MATERIAL</b>	
BODY (WOOD SIDING, SHINGLE, BRICK, STUCCO, ETC.):	TRIM, DETAILS (WOOD, METAL, ETC.)
<b>ROOF</b>	
SHAPE (GABLE, HIPPED, MANSARD, ETC.):	MATERIAL (WOOD SINGLE, SLATE, TILE, COMP, ETC.)
<b>WINDOWS</b>	
MATERIAL, TYPE, TRIM (WOOD, ALUMINUM, METAL; SASH, CASEMENT, VERTICAL SLIDER, AWNING, HOPPER; SHUTTERS, SILLS, LINTELS, ETC.):	
<b>FRONT ENTRY FEATURES</b>	
DOOR TYPE (TWO PANEL, FOUR PANEL, TRANSOM, ETC.); FRONT DOOR LOCATION (RECESSED, OFF-CENTER, CORNER, ETC.):	
<b>ADDITIONAL FEATURES OF THE PROPERTY</b>	
OTHER FEATURES (PORCH, PORTICO, PORTE COCHERE, COLUMNS, DRIVEWAY SITING AND SHAPE, BALCONIES, DORMERS, CHIMNEYS, PARAPETS, DECORATIVE TILE OR CAST STONE, ARCHES, WOODWORK, CORNICES, FRIEZES, TOWERS OR TURRETS, HALF-TIMBERING, LANDSCAPING, ETC.):	



## LANDMARK DESIGNATION APPLICATION

SECONDARY STRUCTURES AND FEATURES (GUEST QUARTERS, GARAGE(S), GARDEN SHELTER, ETC.):

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### **SIGNIFICANT INTERIOR SPACES (If Applicable)**

IDENTIFY IMPORTANT PUBLIC SPACES SUCH LOBBY AREA, FOYER, RESTROOMS, ETC.

### **SIGNIFICANT INTERIOR FEATURES (If Applicable)**

IDENTIFY ANY ORIGINAL FEATURES SUCH AS WOOD PANELING, MOLDING AND TRIM, GLASS ELEMENTS, ORNATE CEILINGS, LIGHT FIXTURES, DECORATIVE FEATURES, CERAMIC TILE WORK, STAIR BALUSTRADE, BUILT-IN FURNITURE, ETC.

### **LANDSCAPING (If Applicable)**

IDENTIFY ANY NOTABLE MATURE TREES, SHRUBS, OR OTHER PLANTINGS:

### **ADDITIONAL FEATURES OF THE PROPERTY**