The City Council adopted Ordinance No. 05-O-2465 establishing interim regulations governing the conversion of existing residential buildings to common interest developments to prevent continued unregulated conversions of the City’s rental housing stock from further eroding the existing character of the City’s residential neighborhoods. Ordinance No. 05-O2465 was in response to the marked increase in applicants in Beverly Hills to convert existing legally nonconforming apartment buildings to stock cooperatives.

The purpose of this form is to provide Common Interest Development projects special additional regulations because of special problems resulted from the divided ownership of individual units. These regulations will help avoid the needless destruction and impairment of those buildings that contribute to the aesthetic value and unique character of the City’s existing residential neighborhoods.

Preparing the Application:

A. A complete and signed Common Interest Development Determination of Character Form

B. A set of Pictures showing the following: structure(s), surrounding structure(s), landscape, etc. that display the character of the neighborhood as well as the structure in question.

C. A floor plan

D. An elevation plan

DETERMINATION OF CHARACTER FORM

Project Address: _____________________________________________

Legal or Assessor's Description: _____________________________________________
Landowner
Name: __________________________
Address: _________________________
City: ____________________________
State & Zip: ______________________
Phone: __________________________
Fax: ____________________________

Proposed Tract No. __________________

Applicant or Agent
Name: __________________________
Address: _________________________
City: ____________________________
State & Zip: ______________________
Phone: __________________________
Fax: ____________________________

Engineer or Surveyor
Name: __________________________
Address: _________________________
City: ____________________________
State & Zip: ______________________
Phone: __________________________
Fax: ____________________________

Legal description of all parcels of property under consideration:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Project Description:
Designer's Name: __________________
Architect's Name: __________________

Year Built: ______________
Site Size: ____________
Floor area of existing structure: ________________ FAR: ______
Floor area of proposed addition or new structure: ______ FAR: ______
Square footage of basement, non-story and/or parking levels: ________
Square footage of total roof area: ____________________________
Square footage of "roof features" (skylights, clerestories): __________
Distance from front property line: ________________
Distance from side property lines: ________________  ________________
Distance from rear property line: ________________
Height of existing structure (as defined by Code): __________
   Number of stories: ________________  In Feet: ________________
Height of proposed addition or of new structure (as defined by Code):
   Number of stories: ________________  In Feet: ________________
Characteristics/Features that contribute to surrounding area:__________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
I, ____________________________, have read and understand all
statements including the supplement to application attached to this application. I
am the property owner or authorized agent of the subject property. I hereby
declare (affirm) that the foregoing statements, facts, and attached plans and
materials are true and correct.

_________________________  ____________________________  __________
Signature of ( ) Property Owner or ( ) Authorized Agent  Date

I, ____________________________, am the property owner of the subject
property. I have read and understand all foregoing statements, and hereby
authorize the processing of this application.

_________________________  ____________________________
Signature of Property Owner  Date

(for office use only)