



www.beverlyhills.org

COMMUNITY DEVELOPMENT DEPARTMENT

455 North Rexford Drive  
Beverly Hills, CA 90210-4817  
(310) 285-1123  
FAX: (310) 858-5966

**CITY OF BEVERLY HILLS**

**Required Information for Submission of**

**TENTATIVE MAPS**

1. Application (attached).
2. Consent to Extension of Time (attached).
3. Environmental Assessment Application.
4. Title Policy.
5. Soil Report (not necessary if the application is for conversion).
6. Tentative Tract Map and Building Plans (**12 copies**).<sup>a/</sup>
  - a. Plot/site plan (indicating driveways and existing street trees). Indicate location, size, and species of existing trees and indicate which are to be removed.
  - b. Parking/garage plan (indicating stall measurements and aisle slopes).
  - c. Floor plans (indicating types of rooms).
  - d. Building elevations (indicating building height).
7. Two (2) sets of self-adhesive gummed labels with names and addresses of all property owners and residential occupants for multiple-family residential and commercial zones within a distance of 300 feet of the exterior boundaries of the project as well as all property owners of single-family residential zones within 500 feet. The names/address must be numbered with the corresponding numbers indicated on the radius map (see 2.c. below). Include applicant/agent address as well. Mailing list/labels should be on 8½" X 11" sheets. Include a written affidavit indicating the mailing list is complete and up to date (a sample affidavit is attached). Do not abbreviate city names. A charge per label is required to cover the cost of postage and handling. See current Fee Schedule for the cost of mailing and publication of the newspaper notice.<sup>b/</sup>

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<sup>a/</sup> Working drawings not necessary for this application, but the preliminary plans shall show enough detail to indicate that the project complies to the Beverly Hills Municipal Codes.

<sup>b/</sup> Note: The indicated charge is a *basic* charge for the publishing of a public notice in the newspaper. The applicant is subject to any additional publishing charges over and above the initially submitted amount.

If the proposed subdivision is a conversion of residential real property to a condominium project, labels are also required for each tenant of the subject property.

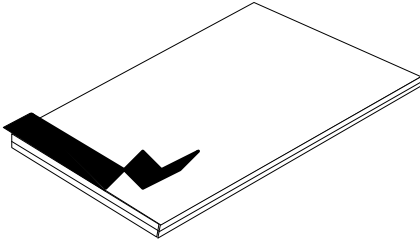
8. **12 copies** of a map (minimum size 8½" X 11") indicating each parcel of land and all land use within a distance of 500' of the exterior boundaries of the project. Parcels within 300' for commercial, industrial and multi-family residential and 500' for Single Family Residential Zones must be numbered with the corresponding address number of the mailing list (see 7 above).
9. Rent Stabilization Information Sheet (needed for all existing multiple family residential rental units; attached).
10. Water Unit Fixture Count.
11. (For condominiums) Three copies of the covenants, conditions, and restrictions or, if there are no covenants, conditions, or restrictions, any other agreements between any person who has an ownership interest in the project and who has the right to reside in the project which will apply to the condominium project. These covenants, conditions, and restrictions or agreements are to include the following provisions:
  - a. Provisions for the maintenance of the common areas of the project by the City in the event of default in the maintenance of such common areas by individual owners of the units and for reimbursement to the City that result
  - b. For residential condominiums:
    - Provisions restricting the use of each residential unit to use as a single-family residence, and
    - Provisions establishing each individual unit owner's exclusive right to the use of not less than two specifically designated covered parking spaces for each unit, and
  - c. A provision that any other provision required to be included in the covenants, conditions, and restrictions, or any agreements by the City shall not be amended or deleted without the written consent of the City Council.
12. Condominium Conversion Tenant Notice (to be completed by the owner 60 days before application can be filed; see attached).
13. Rent Stabilization Form.
14. Fee: See current Fee Schedule.

Note: Fees differ if application if filed WITHOUT other planning application, WITH another planning application; or for a Vesting or Tentative Map.

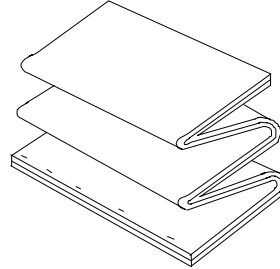
Note: These requirements do not in any way supersede existing City zoning ordinances, nor do they allow for any zoning variations and/or building code regulations without proper and formal procedure.

PLANS WILL NOT BE ACCEPTED UNLESS THEY ARE FOLDED. Plan folding instructions:

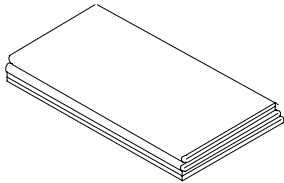
Step 1: Please remove all bindings.



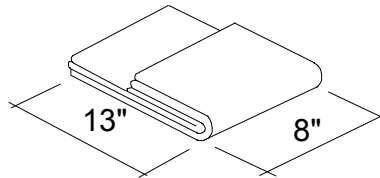
Step 2



Step 3



Step 4: Fold as flatly as possible.  
Project Name and Address must show.



**CITY OF BEVERLY HILLS**

**APPLICATION FOR SUBDIVISION (TENTATIVE MAP)**

Proposed Tract No. \_\_\_\_\_ Date \_\_\_\_\_

Owner(s) \_\_\_\_\_

Owner's Address \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_

Engineer or Surveyor \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_

Legal description of all parcels of property under consideration:

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See current Fee Schedule for Subdivision Fees

Note fee differences for:

Request filed without other application

[Request filed with other application](#)

Vesting map request with other application

No. of Lots \_\_\_\_\_

No. of Units \_\_\_\_\_

Condominium conversions

Owner's Signature \_\_\_\_\_

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### **CITY OF BEVERLY HILLS**

### **REQUIREMENTS FOR POSTED NOTICES**

In order to provide more direct notice to the public about pending projects, applicants are now being required to post a notice on site.

**APPLICABILITY:** Posted notices are required for all projects which are subject to Planning Commission review (development plan review permits, conditional use permits, variances, R-1 Permits, tentative tract maps, etc.)

**PROCEDURE:** After submittal of a complete application, applicants will be provided with a sign (30 X 40 inches) and will be responsible for posting it on the project site. More than one sign may be required for unusually large project sites or for sites with more than one street frontage.

The applicant will also be required to provide the City with an affidavit and photo to affirm that the sign has been properly posted.

**FEES:** See current Fee Schedule.

Please note that some sites will require more than one sign; some projects may require more than one posting.

**MAILING LIST AFFIDAVIT**

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

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 County Tax Assessor's roll, within the area described on the attached application and for a distance of \_\_\_\_\_(     ) feet 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 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