



**City of Beverly Hills**  
Community Development Department  
Planning Division  
455 N. Rexford Drive  
Beverly Hills, CA 90210  
Tel. (310) 285-1141  
Fax. (310) 858-5966

## **Second Unit Use Permit for the Central Area Planning Review Application**

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### **Application Overview:**

Before submitting a request for a Second Unit Use Permit for the Central Area, the Applicant should thoroughly review this application, as well as the Beverly Hills Municipal Code (BHMC), available online at [www.beverlyhills.org/planning](http://www.beverlyhills.org/planning) (click on “Zoning Code”). 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).

**Applications will not be accepted if they are not fully complete at the time of submittal.**

### **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:<sup>1</sup> \_\_\_\_\_

Adjacent Streets: \_\_\_\_\_

Lot Area: \_\_\_\_\_ (square feet) Assessor Parcel Number(s): \_\_\_\_\_

Existing Use: \_\_\_\_\_

Existing Height: \_\_\_\_\_ Existing Paving Area: \_\_\_\_\_ (square feet)

Existing Floor Area: \_\_\_\_\_ (square feet) Existing FAR: \_\_\_\_\_

Existing Setbacks from Property Lines:

Front: \_\_\_\_\_ Side(s): \_\_\_\_\_, \_\_\_\_\_ Rear: \_\_\_\_\_

**B. Project Information:**

Proposed Use: \_\_\_\_\_

Proposed Height: \_\_\_\_\_ Proposed Paving Area: \_\_\_\_\_ (square feet)

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):**

<sup>1</sup> **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.

- 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](http://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

- F. **Are any trees on the property located between the house and any public street proposed to be removed?** Yes  No  **If yes, please list the circumference of any tree(s) proposed to be removed, measured at 4'-6" above the natural grade.**

**Note:** A tree is protected if it is located in an area on the property between the house and any public street, and is on the City's list of local native trees, and has a circumference of 24 inches or more, or is not on the list of local native trees but has a circumference of 48 inches or more. See [www.beverlyhills.org/protectedtrees](http://www.beverlyhills.org/protectedtrees) and BHMC §10-3-2900 for more information.

**Are any of the trees on the property (regardless of type) part of an existing Urban Grove (Urban Grove: fifty or more trees where the branches of each tree are within 6 feet of the branches of another tree)?**

**NOTE:** Each protected tree on the property must be clearly labeled on the site survey and site plan for the project. If you are proposing removal or relocation of trees in the public right-of-way, please contact the City Arborist at (310)-285-2540 for a letter of authorization, and attach the letter to this application.

**Section 2 – Owner Authorization & Applicant Team Contact Information**

**A. Property Owner Information:<sup>2</sup>**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State & Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail \_\_\_\_\_

**<sup>2</sup> 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.

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

**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)

\_\_\_\_\_  
(Title, Company)

BY: \_\_\_\_\_  
(Printed Name)

*Additional Owner Signature (if applicable):*

Dated: \_\_\_\_\_

BY: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title, Company)

BY: \_\_\_\_\_  
(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**

<b>Have you completed Concept Review for this project?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please attach a copy of the concept review letter to this application.

**Please 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 Second Unit Use 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](#)). In addition, the public notification requirements for an application submittal are explained in detail on [www.beverlyhills.org/publicnotice](http://www.beverlyhills.org/publicnotice).

*Please note that your application will not be accepted for submittal unless certain public notification requirements are met.*

Please contact the Planning Division with any questions regarding these requirements and the required materials for an application submittal.

- Planning Division: (310) 285-1141; [cdplanning@beverlyhills.org](mailto:cdplanning@beverlyhills.org)

**Section 5 – Submittal Requirements & Checklist**

**Architectural Plans Required:**

- **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. If submitting a site plan and massing model for public distribution purposes per SB 1214, please indicate that on relevant drawings.

† 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.

	Staff Verification
<p><b>ELECTRONIC DOCUMENTS:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	<input type="checkbox"/>



<p><b>TITLE PAGE:</b></p> <ul style="list-style-type: none"> <li>• Date (note: this should be updated for each resubmittal)</li> <li>• Project Address</li> <li>• Legal Description</li> <li>• Scope of Work</li> <li>• List of Requested Entitlements</li> <li>• Owner Information</li> <li>• Applicant Information</li> <li>• Architect Contact Information</li> <li>• Agent Contact Information (if applicable)</li> <li>• Zoning Conformance Table with Required/Allowed/Existing vs. Proposed Development Standards</li> </ul>	<input type="checkbox"/>
<p><b>SURVEY:</b></p> <ul style="list-style-type: none"> <li>• An ALTA Survey is recommended.</li> <li>• Must be stamped and signed by a licensed surveyor or licensed civil engineer.             <ul style="list-style-type: none"> <li>• Show all existing easements or other encumbrances, whether private or public, based on a review of a recent Title Report.</li> <li>• 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.</li> </ul> </li> <li>• Show survey/boundary markers.</li> <li>• Show property lines, adjacent public right-of-way, and curb cuts.</li> <li>• Show utility infrastructure, including the adjacent public right-of-way.</li> <li>• Include Legal Description.</li> <li>• Show all existing fences/walls/gates. Include height dimension.</li> <li>• Show all existing structures.</li> <li>• Show existing paved area.</li> <li>• Show existing trees, with protected trees clearly marked. Include tree circumference (see §10-3-2900 and <a href="http://www.beverlyhills.org/treeremoval">www.beverlyhills.org/treeremoval</a>).</li> </ul>	<input type="checkbox"/>
<p><b>SITE PLAN:</b></p> <ul style="list-style-type: none"> <li>• Show entire parcel (indicate square footage of property) and label all property lines.</li> <li>• Label &amp; dimension all existing and proposed structures, including perimeter walls/fences/hedges.</li> <li>• Show all code-required and proposed setbacks. For additions, include the existing setbacks.</li> <li>• Indicate location, size, and species of existing trees and vegetation (indicate which are to be removed).</li> <li>• Indicate location of streets and sidewalks.</li> <li>• Show location of any public or private easements, curb cuts, and any obstructions in the public right-of-way.</li> <li>• Show paving square footage (when applicable).</li> <li>• Show the location of all parking spaces (required parking spaces must be located outside the required front yard setback).</li> <li>• Show anticipated dedications and/or improvements to the public right-of-way.</li> </ul>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>Show the location of any ground-mounted mechanical equipment and required screening.</li> </ul>	
<p><b>FLOOR PLANS:</b></p> <ul style="list-style-type: none"> <li>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).</li> <li>Show the location of all parking spaces.</li> <li>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).</li> <li>Provide measurements for the depth of recessed windows and doors.</li> <li>Provide a window and door key which corresponds with the window and door schedule.</li> </ul>	<input type="checkbox"/>
<p><b>ROOF PLAN:</b></p> <ul style="list-style-type: none"> <li>Identify elevation points along roof pitches and slopes of pitches.</li> <li>Show the location of any roof-mounted mechanical equipment and required screening.</li> <li>Show existing and proposed gutters and downspouts.</li> </ul>	<input type="checkbox"/>
<p><b>LANDSCAPE PLAN/ELEVATION</b> (may be subject to compliance with Beverly Hills Water Efficiency standards):</p> <ul style="list-style-type: none"> <li>Indicate type, size, quantity, and location of existing and new plants. (Recommended Species List: <a href="http://www.beverlyhills.org/recommendedtrees">www.beverlyhills.org/recommendedtrees</a>).</li> <li>Indicate if any protected tree species is proposed to be removed or relocated.</li> <li>Provide pictures of the plant species proposed.</li> <li>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.</li> <li>Provide a landscape lighting plan. If there is no lighting proposed, please indicate this on the plans and application.</li> <li>Provide cut sheets of any proposed landscape lighting fixtures.</li> <li>Provide an elevation that includes the proposed landscaping, to scale, at the time of planting.</li> </ul>	<input type="checkbox"/>
<p><b>ELEVATIONS/RENDERINGS/SECTIONS:</b></p> <ul style="list-style-type: none"> <li>Provide existing and proposed elevations from all direction (north, south, east, and west)</li> <li>Label existing portions of structures to remain and the proposed additions (when applicable). Show all sides of the residence.</li> <li>Indicate the height of all existing and proposed structures. Indicate how height is measured. Include datum points.</li> <li>Provide details of architectural features (callouts, cut sheets, photos).</li> <li>Provide dimensions of windows and doors in a window/door schedule.</li> <li>Show the location of exterior light fixtures to scale.</li> </ul>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>	
<p><b>DEMOLITION PLAN AND CALCULATIONS: †</b></p> <ul style="list-style-type: none"> <li>• This is required if project involves work to an existing structure.</li> <li>• Provide full demolition calculations that include the existing surface area of the roof and building walls. Existing elevations must be utilized to show the demolition areas. Identify the areas for demolition via a hatching notation on the elevations.</li> <li>• On existing floor plans, show the walls that are proposed for demolition. These must be consistent with the areas identified for demolition on the existing elevations.</li> <li>• Provide a table that identifies the existing surface areas of the existing exterior walls and roof, the amount to be demolished on each, and demolition percentages for each, as well as a total calculation. If the calculation results in a 50% or greater demolition of the existing structure, the property must be brought into full compliance with all applicable zoning codes.</li> </ul>	<input type="checkbox"/>
<p><b>HISTORIC PRESERVATION:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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). †</li> <li>• 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.</li> </ul>	<input type="checkbox"/>
<p><b>ARBORIST REPORT: †</b></p> <ul style="list-style-type: none"> <li>• This is required if any protected trees are proposed to be removed.</li> <li>• Provide an arborist report prepared by an individual that is certified as an arborist by the International Society of Arboriculture (ISA) or an individual who is currently listed as a consulting arborist by the American Society of Consulting Arborists (ASCA). At minimum, the report shall include:             <ul style="list-style-type: none"> <li>○ A complete inventory of all trees within the front yard with information on the tree size, tree species, and whether the tree is considered a native or heritage tree (pursuant to BHMC §10-3-2900). Tree size shall be provided in a circumference measurement that is measured at a height of 4’-6” above natural grade.</li> <li>○ A site plan showing the location of all trees within the front yard area (the trees shall be keyed to the tree inventory).</li> </ul> </li> </ul>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>○ Clear photographs of all trees.</li> <li>○ The health of all trees within the front yard area.</li> <li>○ For trees that are proposed to be removed, a reason shall be provided for its removal.</li> <li>○ For trees that are proposed to be retained, a description of the tree protection methods and the trees tolerance to construction impacts based on its species and health.</li> <li>● A tree replacement plan, if new trees are proposed to replace those that are removed. Such replacement plan shall include the species, box size, photograph, growth rate, and maximum growth height.</li> <li>● If trees located on City-owned property are proposed to be removed, a sign-off/letter from the City Arborist will be required.</li> </ul>	
<p><b>CONSTRUCTION TRAFFIC MANAGEMENT PLAN: †</b></p> <ul style="list-style-type: none"> <li>● Provide a construction traffic management plan that includes the following information: <ul style="list-style-type: none"> <li>○ Construction scheduled for the life of the project (e.g., demolition and excavation, concrete construction, rough construction, finish construction, hardscape/landscape, etc.)</li> <li>○ Earth material excavation and removal-related traffic (equipment delivery, haul trucks, construction personnel, etc.)</li> <li>○ Total construction-related trips for the life of the project (please provide a breakdown of trip type.</li> <li>○ Trip generation summary for each phase of construction (daily trips, frequency of trips, truck size, etc.)</li> <li>○ Haul route to/from the project site to the City limits.</li> <li>○ Location and number of flaggers to be stationed along haul route.</li> <li>○ Information on how and where any cut will be stored on-site.</li> <li>○ Diagram of on-site construction/haul truck staging.</li> </ul> </li> </ul>	<input type="checkbox"/>
<p><b>ENVIRONMENTAL DOCUMENTATION:</b></p> <ul style="list-style-type: none"> <li>● Please consult with Planning staff to determine the environmental review required for submittal.</li> <li>● Categorical exemption forms can be found here:  <a href="http://www.beverlyhills.org/planningapplications">www.beverlyhills.org/planningapplications</a>.</li> </ul>	<input type="checkbox"/>
<p><b>ADJACENT PROPERTIES:</b></p> <ul style="list-style-type: none"> <li>● Show structures on neighboring properties on the plot plan or on a separate plan and show distances to proposal.</li> <li>● 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.</li> </ul>	<input type="checkbox"/>
<p><b>SHADE AND SHADOW STUDY: †</b></p> <ul style="list-style-type: none"> <li>● Diagram the shadows from the proposed structure during the winter and summer equinoxes, from 6 AM to 9 PM at three-hour intervals.</li> </ul>	<input type="checkbox"/>
<p><b>REQUIRED FINDINGS: †</b></p> <ul style="list-style-type: none"> <li>● Provide justification in response to the required findings for this entitlement request.</li> </ul>	<input type="checkbox"/>

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 \_\_\_\_\_ (Address), 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.

OR

[ ] 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: \_\_\_\_\_, \_\_\_\_\_