City of Beverly Hills
Department of Transportation

Multi-Family Residential Property Address/Unit Information Sheet

Note: The following information must be submitted along with a Plot Plan, Floor Plan, and Building Directory.

Date: ________________           Page: ___ of_____
Applicant Name: _______________________________________________Phone No. (_____) _____ - ______
Property Address: _____________________________________________________ APN: _____-_____-_____
Main Building Address:_________________________________________________________________________
Total Floors Above Ground: ____   Total Floors Below Ground: ____   Total Floors of Parking: ____
Total Number of Occupants/Tenants: ____  Total Number of Units: ____

Occupant/Unit Address: ___________________________________ Floor #:____ Unit #: _____
Occupant/Unit Address: ___________________________________ Floor #:____ Unit #: _____
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(For Additional Occupant/Unit Addresses Please Attach an Additional Application)

For Office Use Only
Approved By: _____________________
Approval Date: ____________________
REQUIREMENTS

1.) Detail on the attached graph sheet all structures located on the property e.g. building structures, detached garage, accessory buildings (storage building, laundry, cabana, etc.), and pool.

2.) Detail all building addresses on attached “Property Address/Unit Information Sheet” e.g. main building, units, etc.

3.) Provide a plot plan on the attached graph sheet detailing all structures located on the property.

4.) Multi-family buildings - Provide a floor plan (each floor) on the attached graph sheet detailing all units, etc.

5.) Multi-family buildings – Detail all building unit addresses on the attached “Property Address/Unit Information Sheet.”

6.) Multi-family buildings – Provide a photocopy of the building directory when possible, detailing all building unit addresses.

DEFINITIONS

Property Address: The property address is the address number associated with the land where the building structure is located.

Main Building Address: The main building address number if different from the property address number that identifies the building structure.

Occupant/Unit Address: This address number identifies the specific occupant/unit space(s) within the main building structure.

Building Plot Plan: A building plot plan generally details the number and location of the building(s) on a particular property, including its relationship to the street(s), alley, and any other pertinent information.

Building Floor Plan: The building floor plan details the general arrangement of all Occupant/Unit addresses within the main building.

Directory: The directory is a listing of all Occupant/Unit addresses located in the main building structure.