



Architectural Review Application

Architectural Review Overview:

The Architectural Commission was appointed by the City Council to make decisions regarding the aesthetic development in all commercial and multi-family residential areas of the City. The Commission's comprehensive approach to architectural review includes landscape design, paint and other finishes, and signs, as well as exterior building form. All reviews require that the Commission be able to conclude that the project meets the required findings (see Section 4 of this application).

Application Table of Contents:

There are six parts to this application; each must be completed in its entirety to be accepted for filing:

- ❖ Section 1 – Authorization: Owner's authorization and applicant team contact information
- ❖ Section 2 – Project Description: Review determination and scope of work
- ❖ Section 3 – Project Details and Materials
- ❖ Section 4 – Design Analysis and Findings
- ❖ Section 5 – Public Notice Requirements*
- ❖ Section 6 – Submittal Requirements Checklist

* Public noticing is only required for multi-family residential projects and projects that have been reviewed by the Planning Commission or City Council.

Online Applications

An electronic copy of this Architectural Review Application is available on the City's Planning Division webpage. Access to the application begins on the City's webpage, www.beverlyhills.org. Then select 'City Government', 'Departments', 'Community Development' and then 'Planning'. Once at the Planning page, select 'Project Review' in the left navigation pane and then 'Planning Applications'. This application is titled 'Architectural Review Application'.

Staff Contact Information:

The following staff members work with the Design Review Commission and should be contacted directly when scheduling an appointment for general design analysis or to submit an application.

Mark Odell
Urban Designer
310-285-1116
modell@beverlyhills.org

Deborah Hong
Associate Planner
310-285-1174
dhong@beverlyhills.org

SECTION 1 – AUTHORIZATION & APPLICANT TEAM

A Property Information

Project Address: _____
Adjacent Streets: _____

B Property Owner Information¹

Name(s): _____
Address: _____
City: _____ State & Zip Code: _____
Phone: _____ Fax: _____
E-Mail _____

C Applicant Information *[individual(s) or entity benefiting from the entitlement]*

Name(s): _____
Address: _____
City: _____ State & Zip Code: _____
Phone: _____ Fax: _____
E-Mail _____

D Architect / Designer Information *[Employed or hired by Applicant]*

Name(s): _____ Registered Architect? Yes ☐ No ☐
Address: _____
City: _____ State & Zip Code: _____
Phone: _____ Fax: _____
E-Mail _____

E Landscape Designer Information *[Employed or hired by Applicant]*

Name(s): _____
Address: _____
City: _____ State & Zip Code: _____
Phone: _____ Fax: _____
E-Mail _____

F Agent *[Individual acting on behalf of the Applicant]* **NOTE:** All communication is made through the Agent.

Name(s): _____
Address: _____
City: _____ State & Zip Code: _____
Phone: _____ Fax: _____
E-Mail _____

G I hereby certify that I am the owner(s) of the subject property and that I have reviewed the subject application and authorize the Agent to make decisions that may affect my property on my behalf.²

Property Owner's Signature & Date

Property Owner's Signature & Date

Updated Jan 2024

¹ If the owner is a corporate entity, the names of two corporate officers are required from each of the following Groups:
Group A – Chairperson or president of the board; Group B – board secretary or chief financial officer.

² A signed and dated authorization letter from the property owner is also acceptable.

SECTION 2 – PROJECT DESCRIPTION / ZONING INFORMATION

A Indicate Requested Application

- ☐ Staff Review
- Three (3) sets of plans required (all plan sets must be 11" x 17" in size).
- ☐ Architectural Commission Review
- Eight (8) sets of plans required (all plan sets must be 11" x 17" in size).
 - Public Notice materials for multi-family residential projects and projects that have been reviewed by the Planning Commission or City Council (see Section 5).

B Identify the scope of work (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> New construction | <input type="checkbox"/> Remodel: Int. & Ext, <u>no</u> floor area added |
| <input type="checkbox"/> Façade Remodel ONLY | <input type="checkbox"/> Remodel: Int. & Ext, floor area added |
| <input type="checkbox"/> Business Identification Sign(s)
Number of signs proposed: <input type="text"/> | <input type="checkbox"/> Awning(s): <input type="checkbox"/> New <input type="checkbox"/> Recovery |
| <input type="checkbox"/> Building Identification Sign(s)
Number of signs proposed: <input type="text"/> | <input type="checkbox"/> Open Air Dining: #Tables <input type="text"/> # Chairs <input type="text"/> |
| <input type="checkbox"/> Sign Accommodation (explain reason for the accommodation request below):
_____ Number of signs proposed: <input type="text"/> | |
| <input type="checkbox"/> Other: _____ | |

C Describe the scope of work proposed including materials and finishes:

D Identify the Project Zoning (City Zoning Map: <http://gis.beverlyhills.org/>)

- | | | | | |
|---------------------------------------|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| <input type="checkbox"/> R-4 | <input type="checkbox"/> R-4X | <input type="checkbox"/> R-4 | <input type="checkbox"/> R-4-P | <input type="checkbox"/> R-4X2 |
| <input type="checkbox"/> R-3 | <input type="checkbox"/> RMCP | <input type="checkbox"/> C-3 | <input type="checkbox"/> C-3A | <input type="checkbox"/> C-3B |
| <input type="checkbox"/> C-5 | <input type="checkbox"/> C-3T-1 | <input type="checkbox"/> C-3T-2 | <input type="checkbox"/> C-3T-5 | <input type="checkbox"/> C-5 |
| <input type="checkbox"/> Other: _____ | | | | |

E Lot is currently developed with (check all that apply):

- | | | |
|--|--|---|
| <input type="checkbox"/> General Office Building | <input type="checkbox"/> Multi-family Building | <input type="checkbox"/> Other (specify below): _____ |
| <input type="checkbox"/> Retail Building | <input type="checkbox"/> Vacant | _____ |
| <input type="checkbox"/> Medical Office Building | <input type="checkbox"/> Restaurant | _____ |

F Has the existing structure been designed by a notable architect or is it identified on any historic resource inventory, including the City of Beverly Historic Resources Survey (Verify with the Planning Division if the property is listed on the City's survey)?

Yes ☐ No ☐ If yes , please list Architect's name: _____

SECTION 3 – PROJECT DETAILS AND MATERIALS (continues on next page)

A Indicate in the chart below all applicable signage details:

	<u>Type of Sign</u>	<u>Quantity</u>	<u>Dimensions</u>	<u>Square Ft</u>	<u>Maximum Area Permitted by Code</u>
1					
2					
3					
4					
5					

B List the specific materials and finishes for all of the architectural features proposed in the project (List N/A, not applicable, for features that do not apply.):

FAÇADE (List all material for all portions visible from the street)

Material:

Texture /Finish:

Color / Transparency:

WINDOWS/DOORS (Include frame, trim, glass, metal, etc.)

Material:

Texture /Finish:

Color / Transparency:

ROOF

Material:

Texture /Finish:

Color / Transparency:

COLUMNS

Material:

Texture /Finish:

Color / Transparency:

BALCONIES & RAILINGS

Material:

Texture /Finish:

Color / Transparency:

OUTDOOR DINING ELEMENTS (List all material for all outdoor dining elements.)

Material:

Texture /Finish:

Color / Transparency:

SECTION 3 – PROJECT DETAILS AND MATERIALS (continued from previous page)

AWNINGS, CANOPIES

Material: _____

Texture /Finish: _____

Color / Transparency: _____

DOWNSPOUTS / GUTTERS

Material: _____

Texture /Finish: _____

Color / Transparency: _____

BUSINESS ID SIGN(S)

Material: _____

Texture /Finish: _____

Color / Transparency: _____

BUILDING ID SIGN(S)

Material: _____

Texture /Finish: _____

Color / Transparency: _____

EXTERIOR LIGHTING

Material: _____

Texture /Finish: _____

Color / Transparency: _____

PAVED SURFACES

Material: _____

Texture /Finish: _____

Color / Transparency: _____

FREESTANDING WALLS AND FENCES

Material: _____

Texture /Finish: _____

Color / Transparency: _____

OTHER DESIGN ELEMENTS

Material: _____

Texture /Finish: _____

Color / Transparency: _____

- C Describe the proposed landscape theme, if applicable. Explain how the proposed landscaping complements the proposed style of architecture:**

SECTION 4 – DESIGN ANALYSIS AND FINDINGS (for Commission level applications only)

A Clearly identify how your project adheres to each of the required findings of the Architectural Review Commission:

1. *Describe* how the proposed building or structure is in conformity with good taste and good design and, in general, contributes to the image of Beverly Hills as a place of beauty, spaciousness, balance, taste, fitness, broad vistas and high quality.

2. *Describe* how the proposed building or structure indicates the manner in which the structure is reasonably protected against external and internal noise, vibrations, and other factors which may tend to make the environment less desirable.

3. *Describe* how the proposed building or structure is not, in its exterior design and appearance, of inferior quality such as to cause the nature of the local environment to materially depreciate in appearance and value.

4. *Describe* how the proposed building or structure is in harmony with the proposed developments on land in the general area, with the general plan for Beverly Hills, and with any precise plans adopted pursuant to the general plan.

5. *Describe* how the proposed development is in conformity with the standards of the municipal code and other applicable laws insofar as the location and appearance of the buildings and structures are involved.

SECTION 5 – PUBLIC NOTICE REQUIREMENTS (For Multi-Family Residential Only)

A The following information is required for Public Notification:

Applicant
Checklist:

☐

POSTED NOTICE AFFIDAVIT:

Please refer to the Public Notice Guidelines for information on how to post an on-site posted notice for this application. Applicants must sign the posted notice affidavit included in this application.

Staff
Verification

☐

SECTION 5 con't – PUBLIC NOTICE REQUIREMENTS (For Multi-Family Residential Only)

POSTED NOTICE AFFIDAVIT

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

I, _____, under penalty of perjury state: That on
_____ I personally caused a Notice of Pending Project, to be posted at the
following place within said City, County, and State, to wit:
_____.

I certify under penalty of perjury that the foregoing is true and correct.

Attach proof of posting.

Signed

Date

SECTION 6 – SUBMITTAL REQUIREMENT CHECKLIST

A All plan sets must be 11" x 17" in size, be drawn to scale and be legible. Any plans that are not 11" x 17" in size will not be accepted. All plans must include a title block on each page, a North arrow and be collated and stapled. The following plans are required for Architectural Review Applications.

(PLEASE NOTE: Inconsistency between drawings, renderings, materials, etc., will be considered an incomplete submittal. Only complete applications will be accepted for filing. If submitting a site plan

and massing model for public distribution purposes per SB 1214, please indicate that on relevant drawings.) Applicant Checklist Staff Verification

☐ **ELECTRONIC DOCUMENTS:** Electronic files (pdf and jpeg) of this complete application and all of the required submittal items outlined in this application shall be provided on a USB (or files sharing link) at the time the application is filed. ☐

☐ **PLOT PLAN:** ☐

- Show entire parcel (indicate square footage of property) and label all property lines.
- Label & dimension all existing and proposed structures including perimeter walls/fences.
- Show code-required setbacks (front, sides and rear). For additions include the existing and proposed setbacks.
- Indicate code-allowed maximum floor area and all the floor area existing and proposed on the site.
- Indicate location, size and species of existing trees and vegetation (indicate which are to be removed).
- Indicate location of streets and sidewalks.
- Show location of any public or private easements, curb cuts and any obstructions in the public right-of-way.
- Show paving square footage (when applicable).

☐ **FLOOR PLANS:** ☐

- Show existing floor plans – fully dimensioned.
- Show proposed floor plans – clearly label the proposed bedrooms (for multi-family projects only).
- Provide measurements for the depth of recessed windows and doors.
- Provide a window and door key which corresponds with the window and door schedule.

☐ **ROOF PLAN:** ☐

- Clearly label all the roof pitches.
- Show mechanical equipment location (when applicable).
- Label the proposed roofing material.

☐ **LANDSCAPE PLAN/ELEVATION** (may be subject to compliance with Beverly Hills Water Efficiency standards): ☐

- Indicate type, size and location of existing and new plants.
- Provide pictures of the plant species proposed.
- Label the location(s) of any proposed hardscape treatment and provide the area calculations of the hardscape (paving).
- Provide a landscape lighting plan. If there is no lighting proposed please indicate this on the plans and application.
- Provide cut sheets of any proposed landscape lighting fixtures.
- Provide an elevation that includes the proposed landscaping, to scale, at the time of planting.

SECTION 6 – SUBMITTAL REQUIREMENT CHECKLIST (Continued from previous page)

<u>Applicant Checklist</u>	<u>Staff Verification</u>
<input type="checkbox"/> WALLS AND FENCES: <ul style="list-style-type: none"> • Provide an elevation of walls and fences proposed within the front yard and the street side yard with full material call-outs. • Clearly label the height of the walls/fences and the setback of each walls/fence from the nearest property line. • Provide a drawing or photo which clearly shows the design and ornamentation of the fence (i.e. wrought iron or other designs). 	<input type="checkbox"/>
<input type="checkbox"/> ELEVATIONS: <ul style="list-style-type: none"> • Label existing portions of structures to remain and the proposed additions (when applicable). • Indicate the height of all proposed structures. • Provide dimensions of windows and doors. • Show the location of exterior light fixtures to scale. • Show all proposed signage, to scale. 	<input type="checkbox"/>
<input type="checkbox"/> COLOR ELEVATION: Provide a color elevation that accurately (to scale) reflects colors and material being proposed for all facades visible from the public street	<input type="checkbox"/>
<input type="checkbox"/> SIGNAGE INFORMATION: <ul style="list-style-type: none"> • Provide scaled drawings of all proposed signs. • Include the dimensions and the square footage calculations for all proposed signs. • Provides sections of all proposed signs. • Provide connection details of all proposed signs. • Provide material samples for all signage. • Providing lighting details for all proposed signs. 	<input type="checkbox"/>
<input type="checkbox"/> SECTIONS/DETAILS (minimum ¼" = 1'-0" scale): <ul style="list-style-type: none"> • Provide a minimum of two building facade sections (label property lines). • Provide an enlarged section detail through the front entry. • Provide an enlarged section detail section through a storefront window system (show the property line). • Provide cut sheets for the proposed windows and doors. • Provide connection details for storefront window systems. • Provide connections details for all façade materials. • Provide details which indicate how the façade materials will connect to each other. • Provide a detail of all proposed elements including window surrounds, entry surrounds, decorative details, etc. • Provide detail of how the storefront connects to adjacent storefronts. 	<input type="checkbox"/>
<input type="checkbox"/> DOOR AND WINDOW SCHEDULE <ul style="list-style-type: none"> • Provide a schedule which specifies the size(s), type(s) and material(s) for all window and doors along building facades (or portions thereof) that are visible from the public street. • Include a key which corresponds to the call outs included on the floor plans. 	<input type="checkbox"/>

SECTION 6 – SUBMITTAL REQUIREMENT CHECKLIST (Continued from previous page)

Applicant
Checklist

Staff
Verification

☐

OPEN AIR DINING ELEMENTS:

- Clearly label and dimension any open air dining areas on the plot plan.
- Clearly delineate between open air dining on private property and open air dining in the public right-of-way.
- Provide elevation drawings of any fences or rails proposed around the open air dining area.
- Provide cut sheets for all open air dining furniture, light fixtures, railings, heaters, etc.
- Provide material samples for all open air dining element

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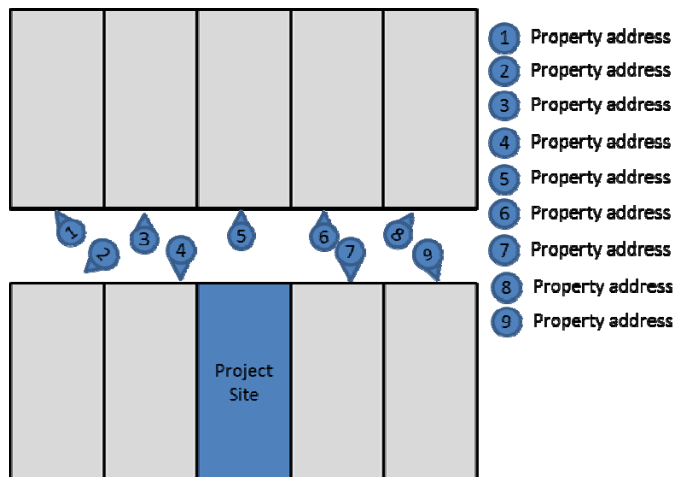
BARRICADE MURALS/SIGNS:

- Provide dimensioned elevation drawings of barricade murals.
- Provide dimensions for all barricade signage.

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PHOTOGRAPHS:

- Provide a high resolution photograph(s) of the existing site.
- Provide a high resolution panoramic photograph of the site showing the current structure within the existing streetscape (at a minimum include the structures directly abutting the subject property).
- Provide high resolution pictures of the neighboring properties. Provide a key that clearly labels the photos and indicates their location relative to the subject property. See the key example below:


☐

STREETSCAPE PHOTO MONTAGE:

- Provide a high resolution panoramic photograph which incorporates the proposed project into the existing streetscape and includes the street trees and all proposed landscape materials. (At a minimum include the two properties directly abutting the subject property).
- When landscaping and street trees obscure the view of the project, also provide a high resolution panoramic photograph which incorporates the proposed project into the existing streetscape without the existing or proposed landscape materials. (At a minimum include the two properties directly abutting the subject property)

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SECTION 6 – SUBMITTAL REQUIREMENT CHECKLIST (Continued from previous page)

Applicant
Checklist

Staff
Verification

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3-DIMENSIONAL PERSPECTIVE RENDERING (must be consistent with elevation drawings and materials board):

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- Provide a 3-dimensional perspective rendering of the proposed elevation(s) as seen from the street(s).
- Show the proposed rendering in context to the structures on the adjacent properties.
- The 3-dimensional perspective must be to scale.

☐

SAMPLE MATERIALS BOARD*:

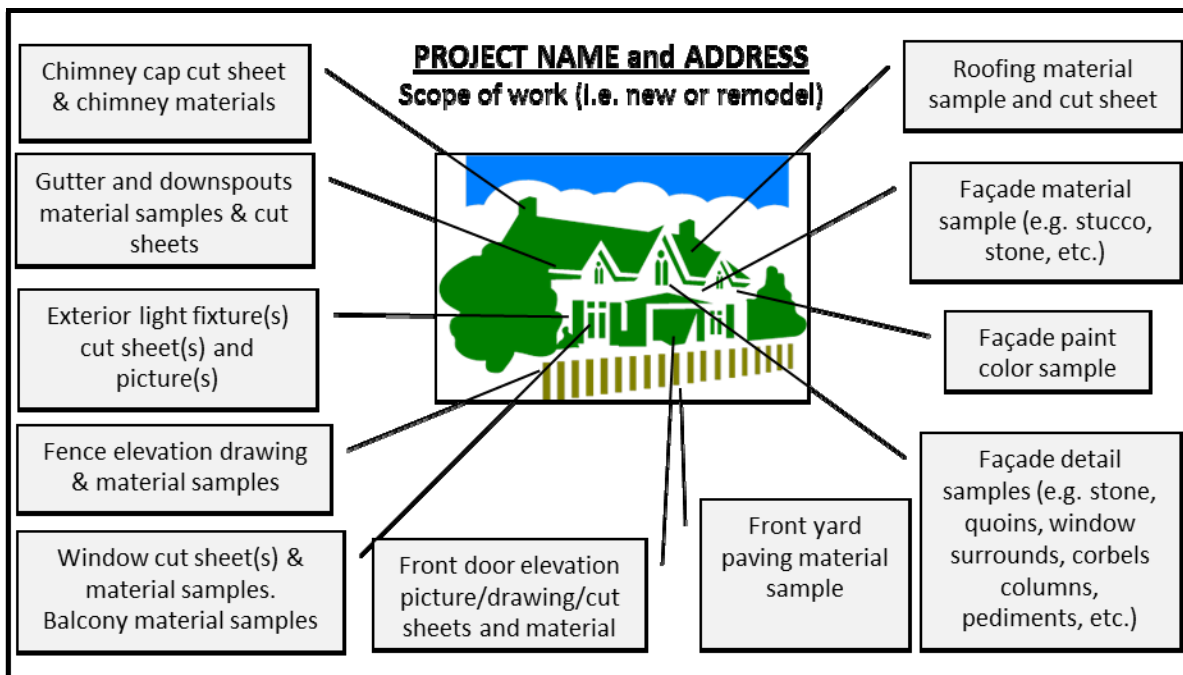
☐

- Maximum size of the material board(s) shall be 24" on any side. Multiple boards may be submitted. All materials must be adhered to the boards. Material boards with loose or missing samples will be considered incomplete and will not be accepted.
- Materials should be inset into foam board or securely adhered to the material boards. Any material boards with loose or unsecured materials will not be accepted.
- Materials boards must be photographed and included as a high resolution image in the plans. Photos should accurately capture the proposed materials.

***See the reverse side to view two acceptable material board templates.
Samples of materials boards can also be viewed at the public counter**

SECTION 6 – SUBMITTAL REQUIREMENT CHECKLIST (Continued from previous page)

Template 1



Template 2:

