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COMMUNITY DEVELOPMENT DEPARTMENT

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CITY OF BEVERLY HILLS

APPLICATION AND REQUIRED INFORMATION
FOR LOT/BOUNDARY LINE ADJUSTMENTS

FILING PROCEDURES

1. Preliminary

- A. The applicant is advised to become familiar with Article 8 of Chapter 2 of Title 1 of the Beverly Hills Municipal Code entitled "Lot Line Adjustments" (Copy attached). Consult with planning staff regarding the submittal requirements listed below to determine staff review or Planning Commission review will be required. ALL LOTS PROPOSED TO BE ALTERED SHALL CONFORM TO THE MINIMUM REQUIREMENTS FOR SUBDIVISION CONTAINED IN ARTICLE 3 OF CHAPTER 2 OF TITLE 10 OF THE BHMC AND TO THE MINIMUM REQUIREMENT'S SET FORTH IN THE CITY'S ZONING PROVISIONS. ***If the affected lots do not conform to these minimum requirements, a lot line adjustment cannot be granted.***
- B. Go to the Building and Safety Division (Room G-10) for Code Compliance Review on TWO sets of plans.
- C. Prepare all necessary plans and other submission materials, as noted below.
- D. Fill out attached applications and submit with plans, materials, and fees to the Planning Division.

2. Submittal Requirements

Note: Please refer to current Fee Schedule for application and notification fees.

A. Application Fee

B. 10 folded maps containing the following information:

- A map drawn to scale showing each affected parcel containing the exact dimensions and bearings of each existing lot, plus the area of each lot; the proposed new lot lines shown in dashed lines, plus the new dimensions and area of each lot. Dimensions and areas shall be clearly labeled "existing" and "proposed".

The map shall also show the existing improvements on each lot and the existing and proposed setback dimensions.

- The map shall also show all easements and rights-of-way over the affected parcels.
- The map shall include the legal description of each parcel, the signature of all owners of all affected parcel, the name and address of the person making the application, and the name and address of the engineer or surveyor who drew the map.

3. Notification Requirements

All applications shall include:

- 1) Three sets of self adhesive gummed labels (Xerox or Avery **only**) with names and addresses of all property owners for commercial, industrial, and multi-family residential zones within a distance of 300 feet and all property owners of single-family residential zones within 500 feet. Include applicant or agent address as well. Mailing list labels should be on 8½" X 121" sheets. A written affidavit indicating that the mailing list is complete and up to date (a sample affidavit is attached). Do not abbreviate City names.
- 2) A check to cover the cost of two mailings of the sets of labels listed above. (The City will affix the address labels, postage and return address to the envelopes.)
- 3) 12 copies of a map (minimum size 8½" X 11") indicating each parcel of land and all land use within a distance of 500 feet 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 2.a. above).
- 4) **Digital copies** of all plans, maps, drawings, and photographs accompanying the application on CD-RW compact disc. (see Attachmet #1)

**CITY OF BEVERLY HILLS
APPLICATION FOR LOT/BOUNDARY LINE ADJUSTMENT
(THIS APPLICATION MUST BE SIGNED BY ALL AFFECTED PROPERTY OWNERS)**

Project Address(es) _____

Owner's Name _____

Signature _____

Owner's Name _____

Signature _____

Owner's Name _____

Signature _____

**DESCRIBE BRIEFLY THE REASON FOR THIS LOT LINE ADJUSTMENT APPLICATION
(ATTACH ADDITIONAL SHEETS IF NECESSARY)**

MAILING LIST AFFIDAVIT

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

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

Beverly Hills Municipal Code: Boundary/Lot Line Adjustments

Article 8. Lot Line Adjustments - TITLE 10. Chapter 2

Sec. 10-2.801. Lot line adjustment defined.

For the purposes of this Article, "lot line adjustment" shall mean any adjustment between two or more existing adjacent parcels where the land taken from one parcel is added to an adjacent parcel, and where a greater number of parcels than originally existed is not thereby created.

(* 26, Ord. 75-O-1561, eff. March 4, 1975; * 1, Ord. 90-0-2102, eff. October 4, 1990)

Sec. 10-2.802. No parcel map or tract map necessary.

Any person who desires to adjust a lot line as defined in Section 10-2.801 and does not wish to record a map pursuant to the provisions of Articles 1 through 5 of this Chapter or of the Subdivision Map Act (Sections 66410 through 66499 of the Government Code of the State) shall comply with the provisions of this Article.

(* 26, Ord. 75-O-1561, eff. March 4, 1975; * 1, Ord. 90-0-2102, eff. October 4, 1990)

Sec. 10-2.803. Filing maps for lot line adjustments.

The applicant for a lot line adjustment shall file with the Community Development Director an original and four (4) signed, legible prints of the following map prepared by a licensed surveyor or registered civil engineer on sheets of tracing cloth or polyester base film eighteen (18") inches wide by twenty-six (26") inches long:

- (a) A map drawn to scale showing each affected parcel containing the exact dimensions and bearings of each existing line, plus the area of each lot; the proposed new lot lines shown in dashed lines, plus the new dimensions and areas of each lot; dimensions and areas shall be clearly labeled "existing" and "proposed";
- (b) The map shall also show the existing improvements on each lot and the existing and proposed setback dimensions;
- (c) The map shall also show all easements and public rights-of-way over the affected parcels;
- (d) The map shall include the legal description of each parcel, the signatures of all owners of each affected parcel, the name and address of the person making the application, and the name and address of the engineer or surveyor who drew the map.

No record of survey shall be required for a lot line adjustment unless required by Section 8762 of the Business and Professions Code.

(* 26, Ord. 75-O-1561, eff. March 4, 1975; * 1, Ord. 90-0-2102, eff. October 4, 1990)

Sec. 10-2.804. Compliance with minimum requirements.

All lots proposed to be altered pursuant to the provisions of this Article shall conform to the minimum requirements for subdivisions set forth in Article 3 of this Chapter and to the minimum requirements set forth in the City's zoning provisions.

(* 26, Ord. 75-O-1561, eff. March 4, 1975; * 1, Ord. 90-0-2102, eff. October 4, 1990)

Sec. 10-2.805. Approval of lot line adjustments.

Upon receipt of the map, the Community Development Director shall examine it to see whether it complies with all the requirements of this Article and whether:

- (a) The proposed lot line adjustments will not deny access to any parcel;
- (b) The proposed lot line adjustment will not result in a conflict with any public or private easement; and
- (c) The proposed lot configurations meet all standards of the zoning, subdivision and building ordinances provisions.

If the Community Development Director makes these findings, the Community Development Director shall approve the adjustment. The Community Development Director may forward the application to the Planning Commission for its review.

(* 26, Ord. 75-O-1561, eff. March 4, 1975; * 1, Ord. 90-0-2102, eff. October 4, 1990)

Sec. 10-2.806. Appeals.

If an applicant is dissatisfied with the decision of the Community Development Director, the decision may be appealed to the Planning Commission. Such appeal shall be in writing and shall be received by the Community Development Department within fifteen (15) days after the date of the Community Development Director's action.

(* 26, Ord. 75-O-1561, eff. March 4, 1975; * 1, Ord. 90-0-2102, eff. October 4, 1990)

Sec. 10-2.807. Decision of the Planning Commission.

The Planning Commission may reject, uphold, or modify the decision of the Community Development Director. The decision of the Commission shall be final.

(* 26, Ord. 75-O-1561, eff. March 4, 1975; * 1, Ord. 90-0-2102, eff. October 4, 1990)

Sec. 10-2.808. Filing maps with County Recorder.

Upon approval, appropriate documentation consistent with the provisions of Sections 8760 through 8772 of the Business and Professions Code of the State shall be filed in the Office of the County Recorder by the applicant at the applicant's expense. No building permit to construct any improvements upon the lots indicated on such map shall be issued until the applicant has submitted proof of such filing to the Building Director.

(* 26, Ord. 75-O-1561, eff. March 4, 1975; * 1, Ord. 90-0-2102, eff. October 4, 1990)

Sec. 10-2.809. Sales prohibited.

No person shall offer to sell, contract to sell, or sell any parcel which has had any lot line readjusted until the lots affected by such readjustment are in full compliance with the provisions of this Article. No permit of any kind shall be issued to any applicant to be used in connection with or pertaining to any premises in a residential zone which has had a lot line adjusted in violation of the provisions of this Article.

(* 26, Ord. 75-O-1561, eff. March 4, 1975; * 1, Ord. 90-0-2102, eff. October 4, 1990)

Attachment #1

Digital copies of everything, including all plans, maps, drawings, and photographs accompanying the application on CD-RW compact disc.

The following image file formats are acceptable:

- Graphics Interchange Format (.gif)
- Joint Photographic Experts Group (.jpg)
- Portable Networks Graphics (.png)
- Microsoft Windows Bitmap (.bmp, .rle, .dib)
- Tagged Image File Format (.tif)

All image files must meet the following conventions:

- Minimum size: 2.3 Megapixels
- Minimum font size: 10 points*

The following drawing file formats are acceptable:

- Enhanced Metafile (.emf)
- Windows Metafile (.wmf)

Minimum font size: 10 points.* CAD or AutoCAD drawings (.dwf, .dxf, and other CAD formats) are not suitable to meet this application's submittal requirements. It is recommended that CAD drawings be converted to PDFs for submittal.

The following document file formats are acceptable:

- Microsoft Word and supported generic formats (.doc, .rtf, .txt)
- Microsoft Excel (.xls)
- Microsoft Powerpoint (.ppt)
- Portable Document Format (.pdf)

Other acceptable digital files:

- Windows audio and video (.avi, .wav)
- Moving Pictures Experts Group (.mpeg, .mpg, .mtv, .mp2, .mpa, .mpe, .mp2v, .mpv2)
- Windows Media (.asf, .asx, .wax, .wm, .wma, .wmd, .wmp, .wmv, .wmx, .wpl, .wvx)
- Musical Instrument Digital Interface (.mid, .midi, .rmi)
- MP3 (.mp3, .m3u)
- Macromedia Flash (.swf)
- Hypertext Transfer Protocol (.htm)

* Generally, the height of the letters should be at least 2% of the shortest dimension of the image. For example, a picture with a 6½" width should have letters about .13" high or more.