



**CITY OF BEVERLY HILLS  
COMMUNITY DEVELOPMENT DEPARTMENT  
COMMON INTEREST DEVELOPMENT  
DETERMINATION OF CHARACTER FORM**

The City Council adopted Ordinance No. 05-O-2465 establishing interim regulations governing the conversion of existing residential buildings to common interest developments to prevent continued unregulated conversions of the City's rental housing stock from further eroding the existing character of the City's residential neighborhoods. Ordinance No. 05-O2465 was in response to the marked increase in applicants in Beverly Hills to convert existing legally nonconforming apartment buildings to stock cooperatives.

The purpose of this form is to provide Common Interest Development projects special additional regulations because of special problems resulted from the divided ownership of individual units. These regulations will help avoid the needless destruction and impairment of those buildings that contribute to the aesthetic value and unique character of the City's existing residential neighborhoods.

Preparing the Application:

- A. A complete and signed Common Interest Development Determination of Character Form
- B. A set of Pictures showing the following: structure(s), surrounding structure(s), landscape, etc. that display the character of the neighborhood as well as the structure in question.
- C. A floor plan
- D. An elevation plan

DETERMINATION OF CHARACTER FORM

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

Legal or Assessor's Description: \_\_\_\_\_

\_\_\_\_\_

Landowner

Name: \_\_\_\_\_

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

City: \_\_\_\_\_

State & Zip: \_\_\_\_\_

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

Fax: \_\_\_\_\_

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

Engineer or Surveyor

Name: \_\_\_\_\_

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

City: \_\_\_\_\_

State & Zip: \_\_\_\_\_

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

Fax: \_\_\_\_\_

Applicant or Agent

Name: \_\_\_\_\_

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

City: \_\_\_\_\_

State & Zip: \_\_\_\_\_

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

Fax: \_\_\_\_\_

Legal description of all parcels of property under consideration:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Description:

Designer's Name: \_\_\_\_\_

Architect's Name: \_\_\_\_\_

Year Built: \_\_\_\_\_

Site Size: \_\_\_\_\_

Floor area of existing structure: \_\_\_\_\_ FAR: \_\_\_\_\_

Floor area of proposed addition or new structure: \_\_\_\_\_ FAR: \_\_\_\_\_

Square footage of basement, non-story and/or parking levels: \_\_\_\_\_



Date received: \_\_\_\_\_

Application fee Paid: \_\_\_\_\_

Notice fee Paid: \_\_\_\_\_