



COMMUNITY DEVELOPMENT DEPARTMENT

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www.beverlyhills.org

CITY OF BEVERLY HILLS

DEVELOPMENT PLAN REVIEW PERMIT

1. PRELIMINARY

Prior to preparing the application, the applicant should first review Article 31 of Chapter Three of Title Ten of the Beverly Hills Municipal Code, as well as other applicable Code Sections, and consult with the City Departments/Divisions that will be involved in reviewing and processing the application (e.g. Building and Safety, Planning, Transportation, etc.)

The applicant is required to obtain conceptual approval of the project from the Building & Safety Division prior to filing the application.

PLANS ALSO MUST BE REVIEWED FOR COMPLETENESS BY THE PLANNING DIVISION STAFF PRIOR TO APPLICATION SUBMITTAL. IT IS SUGGESTED THAT THIS BE DONE AT THE TIME OF CONCEPTUAL REVIEW BY THE BUILDING AND SAFETY DIVISION.

2. PREPARING THE APPLICATION

A complete application shall consist of the following items:

a. Application

The attached application form must be completely filled out and signed. If the applicant is not the property owner, a letter of authorization from the owner shall accompany this application.

b. Conceptual Approval

Two copies of the plans with conceptual approval stamps from the Building & Safety Division.

c. Environmental Assessment

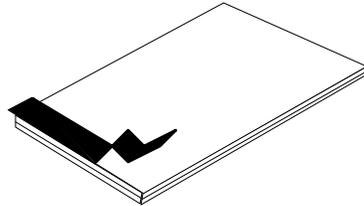
Please consult with staff regarding this requirement.

d. Architectural Plans

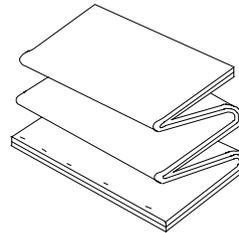
12 sets of architectural plans, which include the following:

1. All plans drawn to scale, with the scale and a north direction arrow clearly indicated on each sheet.
2. A legend in the lower right-hand corner of each sheet listing the owner's or authorized agent's name, address and telephone number, and the project address.
3. Plot the entire parcel and dimension all pertinent data such as the location of the existing and proposed structures, and distance to property lines. Indicate location, size, and species of existing trees and indicate which are to be removed.
4. Indicate all physical features, such as streets and existing structures, including the existing topography (using contour intervals of not more than 5 feet), when appropriate.
5. Elevations and sections of the proposed structure, with reference to existing structures and relevant topography. Accurate and legible height measurements shall be indicated on all elevations.
6. Floor and roof plans of the proposed structure or addition.
7. All plans shall be a minimum of 8½" X 11" in size and shall be folded as shown below:

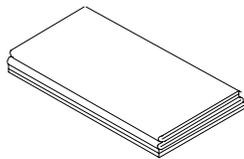
Step 1: Please remove all bindings.



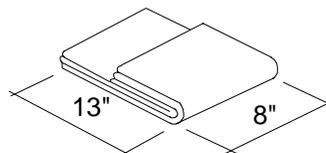
Step 2



Step 3



Step 4: Fold as flatly as possible.
Project Name and Address must show.



e. Public Notice

If the Planning Commission is the reviewing authority, a public notice is required. In this case, please submit:

1. Two sets of self-adhesive Xerox™ or Avery™ labels with the names and addresses of all property owner in a single-family residential zone within 500 feet of the exterior boundaries of the project site and all property owners and residential occupants in zones other than single family within 300 feet of the project site. Also include the applicant's and/or agent's name and address. The property owners list must be obtained from the most current Los Angeles County Tax Assessor's roll. Mailing labels must be neatly typed on 8½" X 11" sheets. Please do not abbreviate city names (Post Office request).
2. A written affidavit indicating that the mailing list is complete and up to date (a sample affidavit is attached).
3. **12 copies** of a map (minimum size 8½" X 11") indicating each parcel of land and land use within 500 feet of the exterior boundaries of the project site. Every lot must be consecutively numbered and these numbers must correspond to the numbers on the property owners list (see above).
4. A check to cover the cost of mailing two of the sets of labels listed in #1 above. Postage should be computed in accordance with the current Fee Schedule.. (The City will affix the address labels, postage, and return address to the envelopes.)
5. Public Notice Fee: See current Fee Schedule.

A PUBLIC HEARING IS NOT REQUIRED WHEN THE COMMUNITY DEVELOPMENT DIRECTOR REVIEWS A PROJECT. HOWEVER, A NOTICE OF DECISION OF THE COMMUNITY DEVELOPMENT DIRECTOR IS SENT TO THE APPLICANT, ALL ADJACENT PROPERTY OWNERS AND ANY PERSON OR ORGANIZATION WHO PREVIOUSLY REQUESTED IN WRITING NOTICE OF THE DECISION.

f. DIGITAL COPIES

Digital copies of everything, including all plans, maps, drawings, and photographs accompanying the application on CD-RW compact disc (see **Attachment #1**).

g. SHADE AND SHADOW STUDY

h. ADDITIONAL INFORMATION.

Any other pertinent information which would help to better illustrate the proposal as it may effect/impact the neighboring property or properties (photos, illustrations...).

h. FILING FEE

See current Fee Schedule.

i. TRAFFIC ANALYSIS FEE

See current Fee Schedule.

3. PLANNING COMMISSION

After the application is submitted and determined to be complete, the proposal will either be scheduled on the Planning Commission agenda or reviewed by the Community Development Director, depending on the nature of the proposal. However, the Community Development Director may refer a project to the Commission, if the Director determines it to be appropriate due to the size, location, or other characteristics or impacts of the project.

CITY OF BEVERLY HILLS
COMMUNITY DEVELOPMENT DEPARTMENT
DEVELOPMENT PLAN REVIEW PERMIT

Project Address: _____

Legal or Assessor's Description: _____

Landowner

Applicant or Agent

Name: _____

Name: _____

Address: _____

Address: _____

City: _____

City: _____

State & Zip: _____

State & Zip: _____

Phone: _____

Phone: _____

Fax: _____

Fax: _____

Project Description

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: _____

Square footage of total roof area: _____

Square footage of "roof features" (skylights, clerestories): _____

Distance from front property line: _____

Distance from side property lines: _____

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

SUMMARY OF ORDINANCE REQUIREMENTS

Ordinance No. 88-0-2049 established a discretionary review process for certain commercial and multiple family residential projects in the City. The following types of projects are exempted from this review.

1. Any project already subject to a discretionary permit, (other than architectural review) or to any other interim zoning ordinance requiring discretionary review.
2. Single-family residence and accessory uses permitted in Single-family zones.
3. New construction less than 2,500 square feet in size.
4. Facade remodeling to existing buildings which do not increase the height or square footage.
5. Encroachment permits approved by City Council.
6. Landscaping not involving new building construction.
7. Sculptures and other types of artwork.
8. Signs and awnings
9. Projects for which a final determination has been made prior to December 13, 1988 that a categorical exemption, negative declaration or environmental impact report under the California Environmental Quality Act shall be prepared.

If not otherwise exempted, the Planning Commission reviews the following types of projects:

1. Projects involving more than 15,000 square feet of new floor area.
2. Multiple-Family residential projects with 5 or more new units.
3. Any project requiring a variance.

The Community Development Director reviews all other projects, not otherwise exempted or reviewed by the Planning Commission. However, the Community Development Director may refer any project to the Planning Commission as appropriate due to the size, location or possible impact of the proposal.

The Planning Commission or Community Development Director will approve a proposed project only if all of the following findings can be made:

1. The proposed plan is consistent with the General Plan and any specific plans adopted for the area.
2. The proposed plan will not adversely affect existing and anticipated development in the vicinity and will promote the harmonious development of the area.
3. The nature, configuration location, density, height and manner of operation of any commercial development proposed by the plan will not significantly interfere with the use and enjoyment of residential properties in the vicinity of the subject property.
4. The proposed plan will not create any significantly adverse traffic impacts, traffic safety hazards, pedestrian-vehicle conflicts or pedestrian safety hazards.
5. Proposed plan will not be detrimental to the public health, safety or general welfare.

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.