



COMMUNITY DEVELOPMENT DEPARTMENT

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CITY OF BEVERLY HILLS

R-4 PERMIT APPLICATION

1. Preliminary.

Prior to preparing the application, the applicant should first review the provisions of Article 28 and Article 28.5 of Chapter Three of Title Ten of the Beverly Hills Municipal Code, and all other applicable Code Sections, and consult with the Department of Community Development.

The applicant is required to obtain Code compliance approval of the project plans from the Building and Safety Division prior to the filing of 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 CODE COMPLIANCE REVIEW BY THE BUILDING AND SAFETY DIVISION.

2. Completing 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 property owner shall accompany this application.

B. CODE COMPLIANCE APPROVAL.

Two copies of the plans with Code compliance approval stamps from the Building and Safety Division.

C. ENVIRONMENTAL ASSESSMENT APPLICATION.

Please consult with Planning Division staff on this requirement.

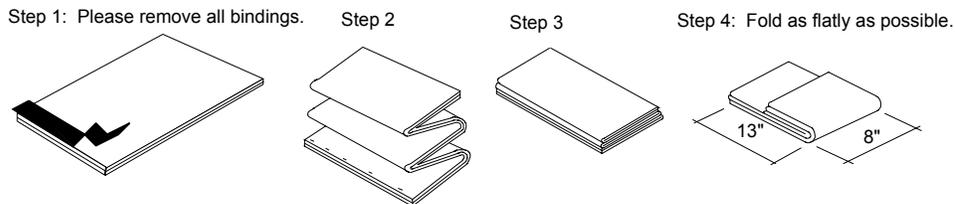
D. ARCHITECTURAL PLANS.

Five sets of architectural plans {Exception: if the case is to be reviewed by the Planning Commission, then **12 sets** of plans are required; if the R-4 permit application is submitted in conjunction with another Commission application (i.e. a Tentative Tract Map, Development Plan Review, or Conditional Use Permit application), then the plans submitted with that application may be applied toward the submittal requirements of this application where the information necessary for this application is included on those 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, label and dimension all pertinent data, such as existing and proposed structures, and distances to the property lines. Include the location of structures on adjacent parcels on the plot plan.
4. Indicate all physical features, such as streets and existing structures, including existing topography (using contour intervals of not more than five feet), when appropriate. Indicate location, size, and species of existing trees and indicate which are to be removed.
5. Floor plans of the proposed structure or addition.
6. Elevations of the proposed structure, with reference to existing structures, and relevant topography. Accurate and legible height measurements shall be indicated on all elevations.
7. A landscape plan indicating the type, size, and placement of any proposed vegetation or landscape treatments (paving, gravel, fountains, etc.) when appropriate.

8. All plans shall be a minimum of 8½" x 11" in size and shall be folded as shown below:

Figure 1.



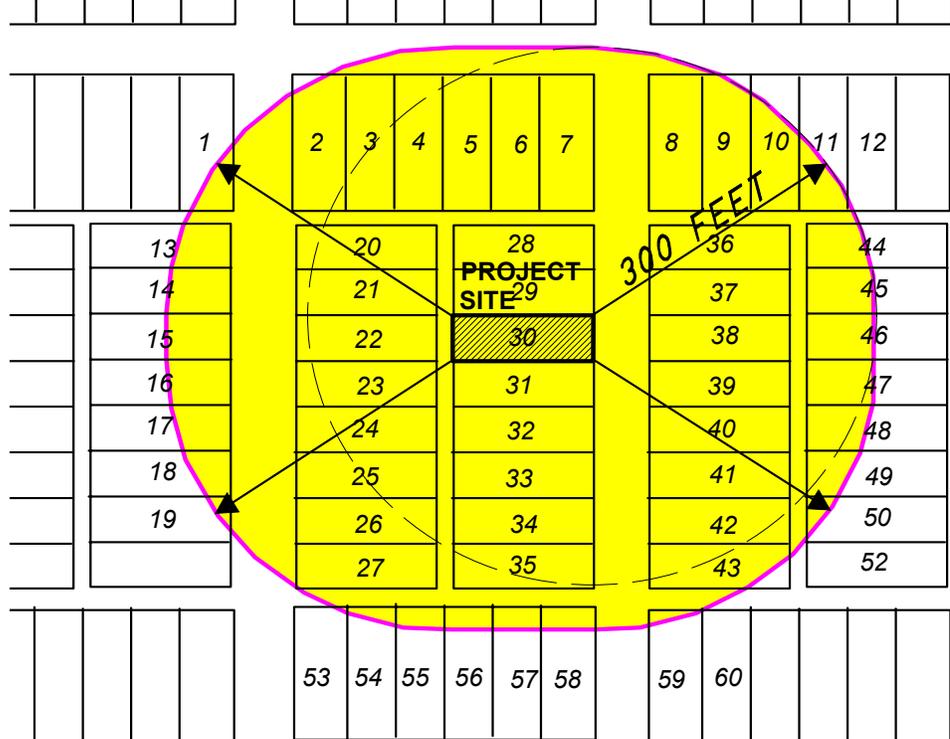
E. PUBLIC NOTIFICATION MATERIALS.

1. An affidavit and proof (i.e., photograph) affirming the posting of notice on the project site pursuant to the requirements set forth under Code Section 10-3.2852. Please note that if the R-4 permit is submitted in conjunction with another Planning Commission request, the R-4 Permit application request will be included in the posted notice for the entire project.
2. Mailing lists.
 - a. **For applications not requiring Commission review**, two sets of self-adhesive Xerox® or Avery® labels with the names and addresses of all property owners and three separate sets with the addresses of all residential occupants within **100 feet** of the exterior boundaries of the project site.
 - b. **For applications requiring Commission review**, three sets of self-adhesive Xerox® or Avery® labels with the names and addresses of all property owners and residential occupants within **300 feet** of the project site. **Note:** If the R-4 Permit request is submitted in conjunction with another Commission application, then the mailing labels submitted with that application may be applied toward the submittal requirements of this application.

In each of the cases above, 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, and all labels on the on the property owners list must be number correspondingly with the lots shown on the radius maps (see below). Please do not abbreviate city names (request of U.S. Postal Service).

3. A written affidavit indicating that the mailing list is complete and obtained from the most current Tax Assessor's roll (a sample affidavit is attached).
4. **Two copies** of a map (**Exception:** if the case is to be reviewed by the Planning Commission, then **15 copies** of the map are required; if the minor accommodation request is submitted in conjunction with another Commission application, then the maps submitted with that application may be applied toward the submittal requirements of this application) indicating each parcel of land and land use within **500 feet** of the exterior boundaries of the project site and showing a mailing radius corresponding to item #2 above (**100 feet** for an administrative-level review, **300 feet** for a Commission-level review). Every lot within the mailing radius must be consecutively numbered and numbers must correspond to the numbers on the property owners list. All maps shall be a minimum of 8½" x 11" in size and shall be folded as shown in Figure 1 on page 3.

Figure 2. 300-FOOT RADIUS AROUND A PROJECT SITE



Number the lots which the radius crosses

5. A check to cover the cost of mailing two of the sets of labels listed in item #2 above. Mailing costs should be computed at for each label, for each mailing per the rate listed on the current Fee Schedule. (The City will affix the address labels, postage, and return address on the envelopes.)

F. ADDITIONAL INFORMATION.

Any other pertinent information which would help to better illustrate the proposal, including how it may relate to neighboring properties.

G. FILING FEE.

See current Fee Schedule.

Please note that fees differ depending on whether the project is reviewed by staff, or if the R-4 Permit is reviewed together with another planning application (e.g. Development Plan Review, variance, etc.) by the Commission.

3. R-4 Permit Process.

The R-4 permit applications that are reviewed at staff level do not require a public hearing. However, because of public notice and appeal period requirements, the process can be anticipated to take a minimum of one month. Where a case requires review by the Planning Commission, the process can be expected to take longer. However, if a project includes requests for other types of review (e.g., variances or development plan review), the R-4 permit application process can be consolidated with the process for these other types of review.

After an application has been determined to be complete, a public notice will be mailed to nearby residents and property owners notifying them of the project and soliciting comments on the project (Note: Some cases may require an initial environmental assessment. In such cases, the initial study process must be completed prior to consideration of the R-4 Permit application request by the decision-making authority). After consideration of the project, and any public comments provided on the project, a decision will be rendered on the R-4 Permit application request, based on the criteria defined in the Code applicable to the type of accommodation requested. A notice of decision is then mailed to the nearby residents and property owners. The decision may be appealed to the City Council within 14 calendar days of the action.

This is to give notice of the intent of the owner of this property to seek an R-4 Permit from the following Code provisions (check applicable boxes).

- Allow an accessory structure located within a required rear yard setback to be rebuilt or expanded {Sections 10-3.2808(b)(c)}.
- Allow a maximum of two rooftop bathrooms associated with rooftop swimming pools or spas to exceed the height limit {Section 10-3.804(b)}.
- Allow the depth of modulation required to be reduced {Section 10-2806(d)}.
- Allow a basement garage to encroach into the front setback if the building is subject to the requirements of Title 9, Chapter 7 of the BHMC concerning protection against water intrusion {Section 10-3.2811(e)}.
- Allow an additional five foot paved walkway within the front yard setback area {Section 10-3.2813(c)}.
- Allow the equivalent of one five foot walkway in the front yard per fifty feet (50') of frontage along the front lot line {Section 10-2813 (d) or (e)}.
- Allow additional setback encroachments for multiple-family uses in the RMCP Zone {Section 10-3.1238(a)}. *(NOTE: effective October 9, 2004)*

The application is to be submitted to the Department of Community Development at 455 North Rexford Drive, Room G-10, Beverly Hills, California 90210 {Telephone: 310.285-1123}.

Signature of Applicant

Date

Name of Applicant (Please Print)

NOTICE

**INTENT TO FILE FOR
R-4 PERMIT APPLICATION**

I, _____, have read and understand all statements, including the supplement to the application, attached. I am the property owner or the authorized agent associated with the subject project. I hereby declare (affirm) that the foregoing statements, facts, and attached plans and materials are true and correct.

Signature of property owner or
authorized agent

Date

AFFIDAVIT OF POSTING

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

I, _____, under penalty of perjury state: That on
_____ I personally caused a true copy, in its entirety, of
a Notice of Intent to File for Minor Accommodation pursuant to the attached application,
to be posted at the following place within said City, County, and State, to wit:
_____.

Signed

Attach proof of posting.

CITY OF BEVERLY HILLS
DEPARTMENT OF COMMUNITY DEVELOPMENT

Categorical Exemption

NAME OF PROJECT _____

LOCATION _____

TYPE OF BUSINESS (IF COMMERCIAL) _____

PROJECT DESCRIPTION _____

APPLICANT'S NAME _____ PHONE _____

APPLICANT'S ADDRESS _____

CITY _____ ZIP _____

IF DIFFERENT, PROVIDE:

AGENT'S NAME _____ PHONE _____

AGENT'S ADDRESS _____

CITY _____ ZIP _____

The undersigned, having received this project for processing, has reviewed it for environmental impact and concluded that the project qualifies for a categorical exemption under the procedures adopted by the City of Beverly Hills and no further environmental assessment is necessary.

Applicable Exemption Class _____

COMMENTS _____

Reviewed by _____ Date _____

Fee: See current Fee Schedule

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