



COMMUNITY DEVELOPMENT DEPARTMENT

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CITY OF BEVERLY HILLS

EXTENDED HOURS PERMIT

1. Preliminary.

Prior to preparing the application, prospective applicants should review the provisions of the Commercial-Residential Transitions Ordinance (Article 19.5 of Chapter 3 of Title 10 of the Beverly Hills Municipal Code), and all other applicable Code sections, and consult with the Community Development Department.

If the application involves new construction or remodeling, the applicant may be required to submit additional applications concurrently with the application for an Extended Hours Permit. Consult with Planning Division staff regarding any additional applications and plan requirements.

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 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.

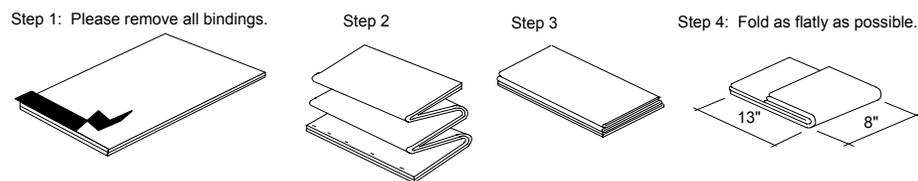
Please consult with the planning staff on this requirement.

D. ARCHITECTURAL PLANS.

12 sets of 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 and distance from residential structures on adjacent parcels on the plot plan.
4. Indicate all physical features, such as streets and existing structures. Show location of any exterior trash facilities, loading spaces and parking spaces.
5. Floor plan of the proposed structure or addition.
6. Elevations of the proposed or existing structure, with reference to existing structures, and relevant topography. Label all public and employee entries and identify location of any exterior venting facing residential areas. 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.

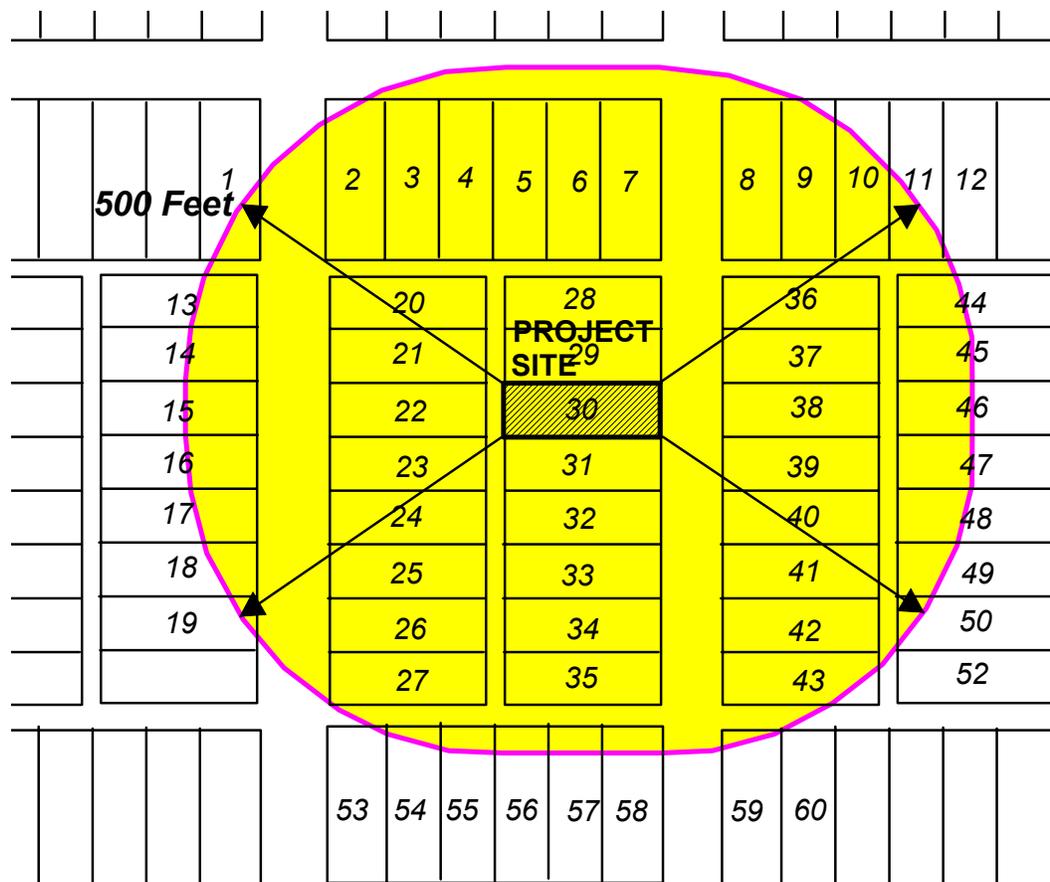
1. Three sets of self-adhesive Xerox™ or Avery™ labels with the names and addresses of all property owners and occupants in a single-family residential zone within **500 feet** of the exterior boundaries of the project site, and all property owners and residential occupants in zones other than single 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 L.A. 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. **15** 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 Figure 2).
4. A check to cover the cost of mailing two of the sets of labels listed in #1 above. See current Fee Schedule for mailing costs. (The City will affix the address labels, postage, and return address to the envelopes.)
5. Published newspaper notice fee: See current Fee Schedule.
6. An affidavit and proof (i.e., photograph) affirming the posting of notice on the project site. See attached requirements for posted notices.

Please note: The City will prepare your posted notice. Please see current Fee Schedule for the Poster Notice fee.

F. ADDITIONAL INFORMATION.

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

Figure 2. 500-FOOT RADIUS AROUND A PROJECT SITE



Number the lots which the radius crosses

G. FILING FEE.

Please see current Fee Schedule.

Note: All costs including mailing costs may be consolidated into a single check.

H. A project traffic report may be required by the City. See the Fee Schedule for the current fee.

3. Review Process.

A. TIMEFRAMES.

The Planning Commission is required to act on a complete application within 90 days of its submittal. The time limit can be extended upon the request of the applicant. In absence of an appeal, the decision (approval, conditional approval or denial) of the Planning Commission becomes effective on the 15th day after the

decision. (Any interested party has 14 calendar days from the date of the decision to file an appeal to the City Council.)

After the environmental document has been prepared, the Planning Commission will hold a public hearing. Public notice is mailed to the property owners and residents in the vicinity of the business, and published in one or more local newspaper (e.g. The Beverly Hills Courier), at least ten days prior to the meeting.

B. DECISION.

After considering the project, the public testimony, and the environmental information on the project, the Planning Commission may grant the Extended Hours Permit if it finds that the extended hours operation will not disrupt the peace and quiet of the adjacent neighborhood as a result of any of the following:

- The accumulation of garbage, litter, or other waste, both on and off of the site,
- Noise created by the extended hours operation or by employees or visitors entering or exiting the extended hours operation,
- Light and glare,
- Odors and noxious fumes,
- Pedestrian queuing,
- Crime or peril to personal safety and security,
- Use of residential streets for parking which is likely to cause activity associated with the subject extended hours operation to intrude substantially into a residential area, and
- Effects on traffic volumes and congestion on local residential streets.

In order to make the findings, the Planning Commission may impose conditions on the extended hours operation to ensure that the adjacent residential and commercial properties are not substantially impacted by the operation.

If the applicant is a tenant or lessee, it should be noted that City approvals do not authorize a tenant to use the premises in a manner not sanctioned by the property owner.

CITY OF BEVERLY HILLS
COMMUNITY DEVELOPMENT DEPARTMENT
EXTENDED HOURS PERMIT APPLICATION

Project Address: _____

Legal Description: _____

Tract Block Lot(s)

Include letter of authorization if applicant is not property owner:

Property Owner

Applicant or Agent

Name: _____

Name: _____

Address: _____

Address: _____

City: _____

City: _____

State & Zip: _____

State & Zip: _____

Phone: _____

Phone: _____

Fax: _____

Fax: _____

Name of Business: _____

Business Address: _____

Business Phone: _____

Fax: _____

Existing hours that patrons or customers are received (if applicable), including earliest and latest:

Requested hours during which patrons or customers would be received, including earliest and latest times:

Number of employees, by shift: _____

Maximum patron capacity (numbers of patrons) including any outdoor areas:

Extended Hours Permit Application Instructions

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

I, _____, am the property owner of the subject property. I have read and understand all foregoing statements, and hereby authorize the processing of this application.

Signature of Property Owner

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 an Extended Hours Permit** pursuant to the attached application,
to be posted at the following place within said City, County, and State, to wit: _____

Signed

Attached proof of posting.

CITY OF BEVERLY HILLS
REQUIREMENTS FOR POSTED NOTICES

In order to provide more direct notice to the public about pending projects, applicants are now being required to post a notice on site.

APPLICABILITY: Posted notices are required for all projects which are subject to Planning Commission review (development plan review permits, conditional use permits, variances, R-1 Permits, tentative tract maps, extended hours permits, etc.)

PROCEDURE: After submittal of a complete application, applicants will be provided with a sign (30 X 40 inches) and will be responsible for posting it on the project site. More than one sign may be required for unusually large project sites or for sites with more than one street frontage.

The applicant will also be required to provide the City with an affidavit and photo to affirm that the sign has been properly posted.

FEES: See current Fee Schedule. (Note: Some sites will require more than one sign; some projects may require more than one posting.)

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