



COMMUNITY DEVELOPMENT DEPARTMENT

455 North Rexford Drive
Beverly Hills, CA 90210-4817
(310) 285-1123
FAX: (310) 858-5966

CITY OF BEVERLY HILLS

Application for Zone Change/General Plan Amendment/Specific Plan or Specific Plan Amendment

1. PRELIMINARY FILING PROCEDURES

Any owner, purchasers under contract or lessee of property who wishes to pursue a zone change, general plan amendment, specific plan, or specific plan amendment should first become acquainted with the provisions of Title 10, Chapter 3, Article 39, of the Beverly Hills Municipal Code. If the applicant is not the property owner, a letter of authorization from the owner shall accompany this application.

2. FILING AND FEES

A. The applicant files an application with the Department of Community Development in accordance with the instructions on the application form together with the following fees set forth on the current Fee Schedule. Fees shall include:

- 1) Application fee for the zone change/General Plan amendment/specific plan/specific plan amendment or Amendment to the Master Plan of Streets (See current Fee Schedule)
- 2) Environmental Assessment fee
- 3) Newspaper notice, mailing labels, postage and public notice signs (as applicable)
- 4) Project Traffic Report Review fee (if applicable)

B. All applications shall include:

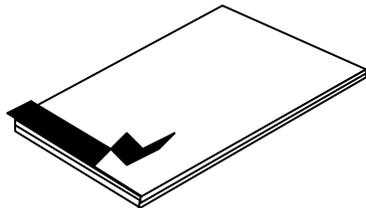
- 1) Project Application(s)
- 2) Application fees as listed in paragraph A above
- 3) Draft language describing the project including proposed uses and development parameters
- 4) The proposed zone change and/or proposed changes to the General Plan and/or specific plan standards, boundaries and any public improvements or changes thereto
- 5) Three sets of self-adhesive gummed labels with names and addresses of all property owners and residential occupants of multi-family residential and commercial zones within a distance of 300 feet

of the exterior boundaries of the project, as well as all property owners of single-family residential zones within 500 feet. Do not abbreviate City names. Include applicant or agent address as well. Mailing list labels should be on 8½" X 11" sheets. A written affidavit indicating that the mailing list is complete and up to date is also required (a sample affidavit is attached).

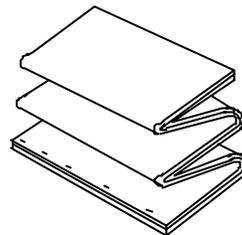
- 6) The postage fee for two mailings of the sets of labels listed above. Postage shall be computed at the rate listed on the current Fee Schedule. (The City will affix the address labels, postage, and return address to the envelopes).
- 7) **12 copies** of a map (minimum size 8½" X 11") indicating each parcel of land within a distance of 300 feet of the exterior boundaries of the project and all land use within a distance of 500 feet.
- 8) **12 sets** of plans (minimum size 8½" X 11") **folded** (see folding instructions below) that include the following:
 - Draw to scale and indicate the scale and north direction arrow.
 - Plot the entire parcel and dimension all pertinent data such as driveways, landscaping, parking and distance to all property lines. Indicate location, size, and species of existing trees and indicate which are to be removed.
 - Plot all existing physical features and proposed structures.
 - Include a legend on the lower right-hand corner of plot plan which includes the owner's or authorized agent's address, and telephone number and project address.

Folding instructions:

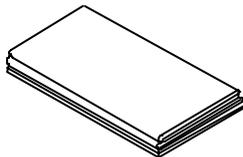
Step 1: Please remove all bindings.



Step 2

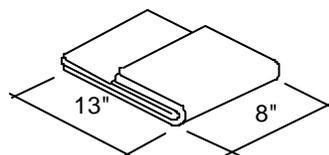


Step 3



Step 4: Fold as flatly as possible.

Project Name and Address must show.



- 9) The applicant is encouraged to provide the following information in support of the application:
 - A. How such a change will promote orderly change or development in the community.
 - B. Why the boundaries of the proposed change or the nature of the proposed zone standards are reasonable and consistent with the character and use of the surrounding area.
 - C. How such change conforms to the City's adopted General Plan.

3. PLANNING COMMISSION HEARING

After the initial environmental assessment process has commenced (initial study, typically followed by the issuance of a mitigated negative declaration), a hearing will be scheduled before the Planning Commission. If the request is for a localized zone change which would involve less than 1,000 property owners within a 300-foot radius, notices will be mailed to the owners of the property within a 300-foot radius from a certified list supplied by applicant. Proposed changes affecting more than 1,000 property owners may be noticed in an adjudicated newspaper of which the applicant would be required to pay all the costs of publication. This hearing is conducted before the Planning Commission which typically meets on the second Thursday and fourth Wednesday of each month.

4. CITY COUNCIL HEARING

The Director of Community Development will inform the City Council of the Planning Commission's recommendation to it on the matter. Council will then set the matter for a public hearing.



City of Beverly Hills

Application For Zone Change, General Plan Amendment, Specific Plan Or Specific Plan Amendment

Please specify what type of application(s) is/are requested:

- Zone Change
- General Plan Amendment
- Specific Plan
- Specific Plan Amendment

Application Date: _____

Please attach additional sheets as necessary to complete this application.

Applicant's Name:

Applicant's Address:

Applicant's Telephone No.:

Property for which the application is requested (give street address and exact legal description of the property):

Identify the specific boundaries of the area for which each change is sought or for which a change in zone standards or specific plan is requested.

In general, specify the existing zone or zone standards for the property or area to be rezoned or modified.

In general, what changes to existing standards are requested?

The petitioner requests that the application be granted for the following reasons:

NEIGHBORING USES: Please describe existing uses adjacent to the project site:

North _____ South _____

East _____ West _____

EXISTING ON-SITE USES:

Please list all existing uses: _____

Site Dimensions: _____ Site Area in Square Feet: _____

F.A.R. (if commercial) _____ Lot Coverage(if residential) _____

Building Height(s): _____ Stories Above Grade: _____

Levels Below Grade: _____

Existing Parking Spaces:

Existing Total Number of Spaces: _____ Standard: _____

Compact: _____ Tandem: _____

Total Number of Required Spaces per Code: _____

Additional General Information for Existing Development:

Setbacks: Front: _____ Rear: _____ Sides: _____

For residential uses: Number of Existing Units: _____

For commercial uses:

Type of Use(s): _____

Hours of Operation: _____

Number of Peak Hour Employees: _____

If Restaurant or Bar, Number of Seats: _____

Other (Please provide any additional information necessary to adequately describe the existing site)

SUMMARY OF PROPOSED PROJECT:

Floor Area Ratio (FAR): _____ Building Height(s): _____

Stories Above Grade: _____ Levels Below Grade: _____

Proposed Parking Spaces:

Total Number of Required Spaces: _____ Total Spaces Proposed: _____

Standard: _____ Compact: _____ Tandem: _____

Proposed Uses:

Setbacks: Front: _____ Rear: _____ Sides: _____

Residential: Number of Units: _____

Commercial:

Uses: _____

Hours of Operation: _____

Number of Peak Hour Employees: _____

If Restaurant or Bar, Number of Seats: _____

Other (Please provide any additional information necessary to adequately describe the proposed project):

I declare under penalty of perjury the foregoing is true and correct except as to those matters stated as information and belief.

Executed on _____, at _____, California.

Applicant's Signature

NOTE: Signature of Applicant must be acknowledged before a Notary Public

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, 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 Community Development Department Fee Schedule. (Note that some sites will require more than one sign and some projects may require more than one posting.)

MAILING LIST AFFIDAVIT

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

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