



R-1 Design Review Application

Design Review Overview

Beverly Hills' residential neighborhoods are renowned for their beauty and quality. These characteristics are, in part, the product of generous setbacks, gracious architecture, and careful attention to detail. The City's Design Review Commission was formed to control the mansionization of the City's residential neighborhoods, which can degrade and depreciate the character, image, beauty and reputation of the City. The Commission's objectives are to control scale and mass, ensure design compatibility, promote design that respects prevailing architectural styles and neighborhood character, and to prevent the harmful effects of overbuilding. The intent is to encourage the most appropriate development within the residential neighborhoods.

Application Table of Contents*

There are six parts to this application; each must be completed in its entirety to be accepted for filing:

- ❖ Section 1 – Authorization: Owner's authorization and applicant team contact information
- ❖ Section 2 – Project Description: Track determination and scope of work
- ❖ Section 3 – Project Details and Materials
- ❖ Section 4 – Design Analysis and Findings
- ❖ Section 5 – Public Notice Requirements (for Track 2 applications only)
- ❖ Section 6 – Submittal Requirements Checklist

Online Applications

An electronic copy of this Design Review Application is available on the City's Planning Division webpage. Access to the application begins on the City's webpage, www.beverlyhills.org. Then select 'City Government', 'Departments', 'Community Development' and then 'Planning'. Once at the Planning page, select 'Project Review' in the left navigation pane and then 'Planning Applications'. This application is titled 'Design Review Application'.

Staff Contact Information:

The following staff members work with the Design Review Commission and should be contact directly when scheduling an appointment for general design analysis or to submit an application.

Georgana Millican
Associate Planner
310-285-1121
GMillican@beverlyhills.org

Cindy Gordon
Associate Planner
310-285-1191
CGordon@beverlyhills.org

***Please Note:** The information provided in this application will be forwarded directly to the Design Review Commission, will be a part of the public record, and posted on the City's website. Please use the downloadable form to submit an easy to read, accurate, and complete application.

SECTION 1 – AUTHORIZATION & APPLICANT TEAM

A Property Information

Project Address: _____

Adjacent Streets: _____

B Property Owner Information¹

Name(s): _____

Address: _____

City: _____ State & Zip Code: _____

Phone: _____ Fax: _____

E-Mail _____

C Applicant Information *[individual(s) or entity benefiting from the entitlement]*

Name(s): _____

Address: _____

City: _____ State & Zip Code: _____

Phone: _____ Fax: _____

E-Mail _____

D Architect / Designer Information *[Employed or hired by Applicant]*

Name(s): _____ Registered Architect? Yes No

Address: _____

City: _____ State & Zip Code: _____

Phone: _____ Fax: _____

E-Mail _____

E Landscape Designer Information *[Employed or hired by Applicant]*

Name(s): _____

Address: _____

City: _____ State & Zip Code: _____

Phone: _____ Fax: _____

E-Mail _____

F Agent *[Individual acting on behalf of the Applicant]* **NOTE:** All communication is made through the Agent.

Name(s): _____

Address: _____

City: _____ State & Zip Code: _____

Phone: _____ Fax: _____

E-Mail _____

G I hereby certify that I am the owner(s) of the subject property and that I have reviewed the subject application and authorize the Agent to make decisions that may affect my property on my behalf.²

Property Owner's Signature & Date

Print Property Owner's Name & Date

¹ If the owner is a corporate entity, signatures from two corporate officers are required from each of the following Groups:
Group A – chairperson or president of the board; Group B – board secretary or chief financial officer.

² A signed and dated authorization letter from the property owner is also acceptable.

SECTION 2 – PROJECT DESCRIPTION / ZONING INFORMATION

A Indicate Requested Application:

- Track 1 Application (Administrative Review)
- Project must adhere to a pure architectural style identified in the City’s Residential Design Style Catalogue. The Catalogue is available online at:
<http://www.beverlyhills.org/cbhfiles/storage/files/filebank/3435--Residential%20Design%20Catalog%20May%202008.pdf>
 - Plans must be prepared and stamped by an architect licensed in the State of California.
 - Three (3) sets of plans required (see Section 6 for plan size requirements).
- Track 2 Application (Commission Review)
- Eight (8) sets of plans required (see Section 6 for plan size requirements).
 - Public Notice materials required (see Section 5 for public notice requirements).

B Briefly describe the architectural style(s) that you are proposing and how the proposed materials, finishes and proportions aid in achieving the style(s):

C Identify the Project Zoning (City Zoning Map available online at <http://gis.beverlyhills.org/>)

- | | | |
|---------------------------------|----------------------------------|---------------------------------|
| <input type="checkbox"/> R-1 | <input type="checkbox"/> R-1.5X2 | <input type="checkbox"/> R-1.8X |
| <input type="checkbox"/> R-1X | <input type="checkbox"/> R-1.6X | |
| <input type="checkbox"/> R-1.5X | <input type="checkbox"/> R-1.7X | |

D Site & Area Characteristics

Lot Dimensions: _____ Lot Area (square feet): _____
Adjacent Streets: _____

E Lot is currently developed with (check all that apply):

- | | |
|-------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Single-Story Residence | <input type="checkbox"/> Two-Story Residence |
| <input type="checkbox"/> Guest House | <input type="checkbox"/> Accessory Structure(s) |
| <input type="checkbox"/> Vacant | <input type="checkbox"/> Other: _____ |

F Are any protected trees located on the property? (See Beverly Hills Municipal Code Section 10-3-2900)?

Yes No

If YES, provide the following information:

	<u>Quantity</u>	<u>Sizes</u>	<u>Reason for Removal</u>
Heritage:	_____		
Native:	_____		
Urban Grove:	_____		

G Has the existing residence been designed by a notable architect or is it identified on any historic resource inventory, including the City of Beverly Residential Survey? (available online at: <http://www.beverlyhills.org/citygovernment/departments/communitydevelopment/planning/historicpreservation/historicresources>)

Yes No If yes, please list Architect’s name: _____

SECTION 3 – PROJECT DETAILS AND MATERIALS (continues on next page)

A Describe your public outreach efforts to adjacent neighbors and property owners:

B Indicate the project zoning details pursuant to Beverly Hills Municipal Code Section 10-3-2400:

Code Regulation	Allowed By Code	Existing Condition	Proposed Condition
Height:	_____	_____	_____
Roof Plate Height:	_____	_____	_____
Floor Area:	_____	_____	_____
Rear Setbacks:	_____	_____	_____
Side Setbacks:	S/E _____ N/W _____	S/E _____ N/W _____	S/E _____ N/W _____
Parking Spaces:	_____	_____	_____

C List the specific materials and finishes for all the architectural features of the project (Be Specific):

FAÇADE (List all material for all portions visible from the street)

Material: _____
Texture /Finish: _____
Color / Transparency: _____

WINDOWS (Include frame, trim, glass, metal, etc)

Material: _____
Texture /Finish: _____
Color / Transparency: _____

DOORS (Include frame, trim, glass, metal, etc)

Material: _____
Texture /Finish: _____
Color / Transparency: _____

PEDIMENTS

Material: _____
Texture /Finish: _____
Color / Transparency: _____

ROOF

Material: _____
Texture /Finish: _____
Color / Transparency: _____

CORBELS

Material: _____
Texture /Finish: _____
Color / Transparency: _____

CHIMNEY(S)

Material: _____
Texture /Finish: _____
Color / Transparency: _____

SECTION 3 – PROJECT DETAILS AND MATERIALS (continued from previous page)

COLUMNS

Material: _____
Texture /Finish: _____
Color / Transparency: _____

BALCONIES & RAILINGS

Material: _____
Texture /Finish: _____
Color / Transparency: _____

TRELLIS, AWNINGS, CANOPIES

Material: _____
Texture /Finish: _____
Color / Transparency: _____

DOWNSPOUTS / GUTTERS

Material: _____
Texture /Finish: _____
Color / Transparency: _____

EXTERIOR LIGHTING

Material: _____
Texture /Finish: _____
Color / Transparency: _____

PAVED SURFACES

Material: _____
Texture /Finish: _____
Color / Transparency: _____

FREESTANDING WALLS AND FENCES

Material: _____
Texture /Finish: _____
Color / Transparency: _____

OTHER DESIGN ELEMENTS

Material: _____
Texture /Finish: _____
Color / Transparency: _____

D Describe the proposed landscape theme. Explain how the proposed landscaping complements the proposed style of architecture:

SECTION 4 – DESIGN ANALYSIS AND FINDINGS

A Clearly identify how your project adheres to each of the required findings of the Design Review Commission:

1. *Describe* how the proposed development’s design exhibits an internally compatible design scheme.

2. *Describe* how the proposed development’s design appropriately minimizes the appearance of scale and mass, how the design enhances the garden like quality of the City and appropriately maximizes the use of required open space within the proposed architectural style.

3. *Describe* how the proposed development will enhance the appearance of the neighborhood.

4. *Describe* how the proposed development is designed to balance the reasonable expectation of the development for the owner with the reasonable expectation of privacy of the neighbors.

5. *Describe* how the proposed development respects prevailing site design patterns, carefully analyzing the characteristics of the surrounding group of homes and integrates appropriate features that will ensure harmony between old and new.

SECTION 5 – PUBLIC NOTICE REQUIREMENTS (For Track 2 Applications Only)

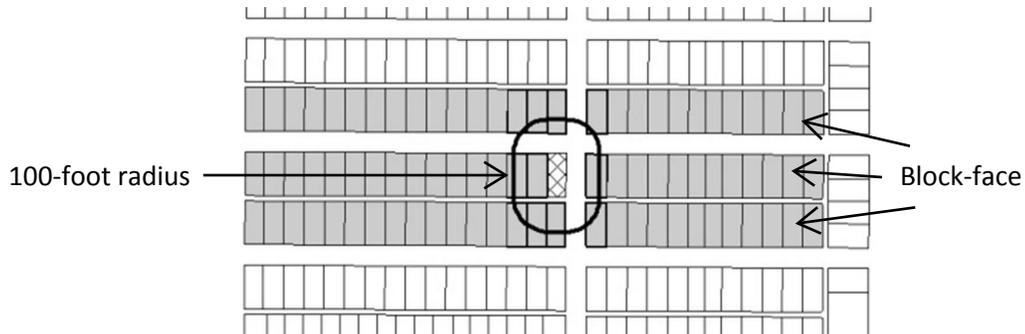
A The following information is required for Public Notification:

Applicant
Checklist:

Staff
Verification

RADIUS MAPS:

- One copy of a map showing a 100-foot radius plus block-face around the subject property. Number each property that touches the radius or is along a block-face that touches the radius. See illustration below and reference the Public Notice Guidelines for more information: www.beverlyhills.org/publicnotice.



- The map should also indicating each parcel of land and land use within 300 feet of the exterior boundaries of the site

MAILING LABELS:

- Two (2) sets of mailing labels with the names and addresses of all owners and residential occupants of properties within 100 feet plus block-face of the project site. (PROPERTY OWNER INFORMATION MUST BE OBTAINED FROM THE MOST CURRENT LOS ANGELES COUNTY TAX ASSESSOR'S ROLL.)
- Labels must be numbered to correspond to the assigned numbers on the radius map.
- Labels must be typed or printed on Avery or Xerox brand self-adhesive
- Labels must be on 8-1/2" by 11" sheets
- DO NOT abbreviate city names (U.S. Postal Service Request)

AFFIDAVIT:

Completed and signed statement that the labels and maps are completed and current (see affidavit on the follow page).

Note: An on-site posting is also required for all Commission-level (Track 2) Design Review Permit Applications (please refer to last page of this application). The posting must be placed within 5'-0" of the front property line to ensure appropriate visibility and a date-stamped photograph must be provided at time of project submittal.

SECTION 5 – PUBLIC NOTICE REQUIREMENTS (Continued - For Track 2 Applications Only)

MAILING LIST AFFIDAVIT (FOR TRACK 2 APPLICATIONS)

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 Tax Assessor’s roll, within the area described on the attached application and for a distance of one hundred (100) 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

SECTION 6 – SUBMITTAL REQUIREMENT CHECKLIST (Continued on next page)

A All plan sets must be 11" x 17" in size, be drawn to scale and be legible. Any plans that are not 11" x 17" in size will not be accepted. All plans must include a title block on each page, a North arrow and be collated and stapled. The following plans are required for new Track 1 and Track 2 applications.
(PLEASE NOTE: Inconsistency between drawings, renderings, materials, etc., will be considered an incomplete submittal. Only complete applications will be accepted for filing.)

Applicant
Checklist

Staff
Verification

- | | | |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <input type="checkbox"/> | ELECTRONIC DOCUMENTS: Electronic files (pdf and jpeg) of this complete application and all of the required submittal items outlined in this application shall be provided on a CD at the time the application is filed. | <input type="checkbox"/> |
| <input type="checkbox"/> | SITE SURVEY: <ul style="list-style-type: none"> • Required for all new single-family residences and additions to existing single-family residences. • Shall include the outline of structures on adjacent properties within 25 feet of the shared property line. • Must be stamped by a licensed surveyor or civil engineer (registered with the State of California) within one (1) year of the submittal date. • Shall include topographical features using contour intervals of not more than 5 feet. | <input type="checkbox"/> |
| <input type="checkbox"/> | PLOT PLAN: <ul style="list-style-type: none"> • Show entire parcel (indicate square footage of property). • Label & dimension all existing and proposed structures including perimeter walls/fences. • Show code-required setbacks (front, sides and rear). For additions include the existing and proposed setbacks. • Indicate code-allowed maximum floor area and all the floor area existing and proposed on the site. • Indicate location, size and species of existing trees and vegetation (indicate which are to be removed). • Indicate location of streets and sidewalks. • Show location of any public or private easements, curb cuts, and any obstructions in the public right-of-way. • Show hardscape configuration within the required front yard setback. | <input type="checkbox"/> |
| <input type="checkbox"/> | FLOOR PLANS: <ul style="list-style-type: none"> • Show existing floor plans – fully dimensioned. • Show proposed floor plans – clearly label the proposed bedrooms • Provide measurements for the depth of recessed windows and doors. • Provide a window and door key which corresponds with the window and door schedule. | <input type="checkbox"/> |
| <input type="checkbox"/> | FLOOR AREA BLOCKING STUDY (for each floor plan):
Include measurable sections that are labeled (ex: A, B, C....), calculated (ex: A = 15'-0" x 25'-0" = 375 SF), and then totaled (ex: A + B+ C..... = Total SF). This study will be used to preliminarily assess the total floor area of the proposed residence for this review and also on the site. (Floor area should be measured from inside the exterior walls measuring 6" in width. Any area of walls measuring deeper than 6" shall be included as floor area.) | <input type="checkbox"/> |

SECTION 6 – SUBMITTAL REQUIREMENT CHECKLIST (Continued from previous page)

<u>Applicant Checklist</u>	<u>Staff Verification</u>
<input type="checkbox"/> LANDSCAPE PLAN/ELEVATION may be subject to compliance with Beverly Hills Water Efficiency standards): <ul style="list-style-type: none"> • Indicate type, size and location of existing and new plants. • Provide pictures of the plant species proposed. • Label the location(s) of any proposed hardscape treatment and provide the area calculations of the hardscape (paving). • Provide a landscape lighting plan and irrigation plan. If there is no lighting proposed please indicate this on the plans and application. • Provide cut sheets of any proposed landscape lighting fixtures. • Provide an elevation that includes the proposed landscaping, to scale, at the time of planting. 	<input type="checkbox"/>
<input type="checkbox"/> WALLS AND FENCES: <ul style="list-style-type: none"> • Provide an elevation of walls and fences proposed within the front yard and the street side yard. • Clearly label the height of the walls/fences and the setback of each walls/fence from the nearest property line. • Indicate the materials proposed for the walls and fences. • Provide a drawing or photo which clearly shows the design and ornamentation of the fence (i.e. wrought iron or other designs). 	<input type="checkbox"/>
<input type="checkbox"/> ROOF PLAN: <ul style="list-style-type: none"> • Clearly label all the roof pitches. • Show mechanical equipment location (when applicable). Please note that all rooftop mechanical equipment must be fully screened. • Label the proposed roofing material. 	<input type="checkbox"/>
<input type="checkbox"/> ELEVATIONS: <ul style="list-style-type: none"> • Label the existing portions of residence to remain (when applicable) and the proposed additions. • Indicate the height of roof plate and height to top of residence (measured from finished grade). • Provide dimensions of windows and doors. • Show the location of exterior light fixtures to scale. 	<input type="checkbox"/>
<input type="checkbox"/> COLOR ELEVATION: Provide a color elevation that accurately reflects colors and materials being proposed for the façade (if the property is a corner lot provide elevations for both sides of the residence facing a public street).	<input type="checkbox"/>
<input type="checkbox"/> SECTIONS/DETAILS: <ul style="list-style-type: none"> • Provide a minimum of two building sections through front facade. • Provide an enlarged section through the front entry. • Provide an enlarged section through a typical front facade window. • Provide cut sheets for exterior lighting fixtures. • Provide cut sheets for the proposed windows and doors. • Provide a detail of proposed façade elements including window surrounds, entry surrounds, decorative details, etc. 	<input type="checkbox"/>

SECTION 6 – SUBMITTAL REQUIREMENT CHECKLIST (Continued from previous page)

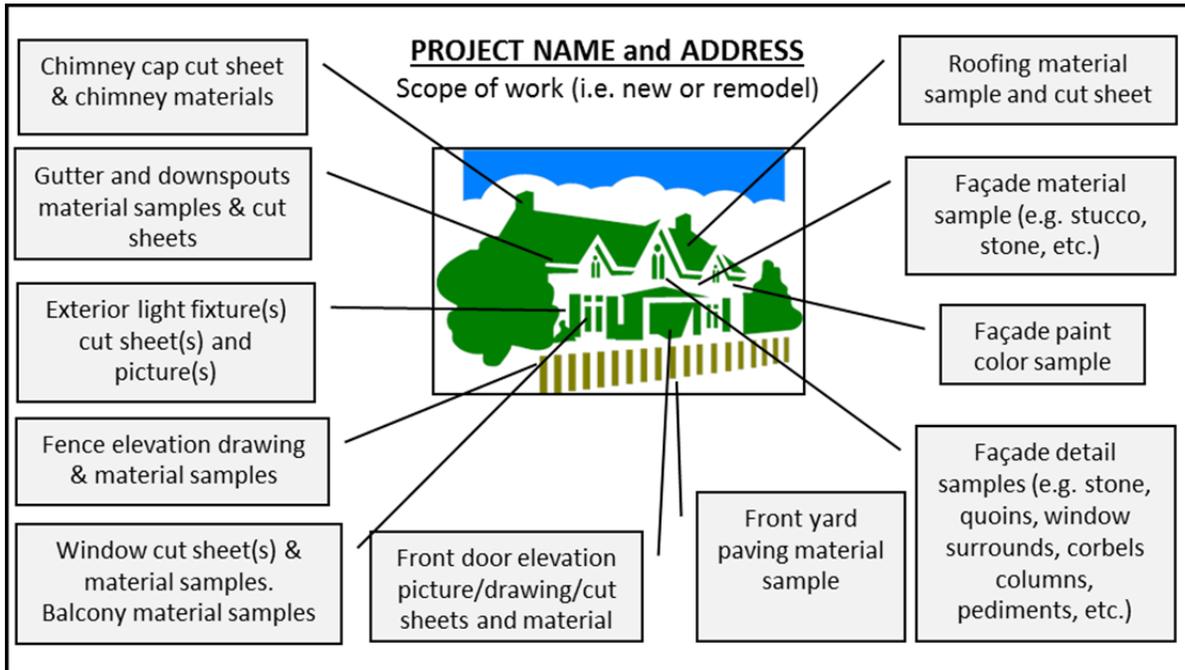
<u>Applicant Checklist</u>	<u>Staff Verification</u>
<input type="checkbox"/> DOOR AND WINDOW SCHEDULE: <ul style="list-style-type: none"> • Provide a schedule which specifies the size(s), type(s) and material(s) for all window and doors along building facades (or portions thereof) that are visible from the public street. • Include a key which corresponds to the call outs included on the floor plans. 	<input type="checkbox"/>
<input type="checkbox"/> PHOTOGRAPHS (One sets of pictures for Track 1 submittal, eight sets for Track 2 submittal): <ul style="list-style-type: none"> • Provide a high resolution photograph of the existing residence. • Provide a high resolution panoramic photograph of the site showing the current residence within the existing streetscape (at a minimum include the structures on the abutting the subject property). • Provide high resolution pictures of the neighboring properties. Provide a key that clearly labels the photos and indicates their location relative to the subject property. See the key example below: <div style="text-align: center;"> <p>The diagram illustrates a street layout with nine property addresses, numbered 1 through 9. A central property is highlighted in blue and labeled 'Project Site'. Callouts 1 through 9 are placed below the street, pointing to the corresponding property addresses. A legend on the right side of the diagram lists the callout numbers and their corresponding property addresses.</p> </div>	<input type="checkbox"/>
<input type="checkbox"/> STREETSCAPE PHOTO MONTAGE: <ul style="list-style-type: none"> • Provide a high resolution panoramic photograph which incorporates the proposed project into the existing streetscape and <u>includes the street trees and all proposed landscape materials</u>. (At a minimum include the two residences directly abutting the subject property). • Provide a high resolution panoramic photograph which incorporates the proposed project into the existing streetscape <u>without the existing or proposed landscape materials</u>. (At a minimum include the two residences directly abutting the subject property). 	<input type="checkbox"/>
<input type="checkbox"/> 3-DIMENSIONAL PERSPECTIVE RENDERING (must be consistent with elevation drawings and materials board): <ul style="list-style-type: none"> • Provide a 3-dimensional perspective rendering of the proposed elevation(s) as seen from the street(s). • Show the proposed rendering in context to the residences on the adjacent properties. Be sure the image is to scale. 	<input type="checkbox"/>

SECTION 6 – SUBMITTAL REQUIREMENT CHECKLIST (Continued from previous page)

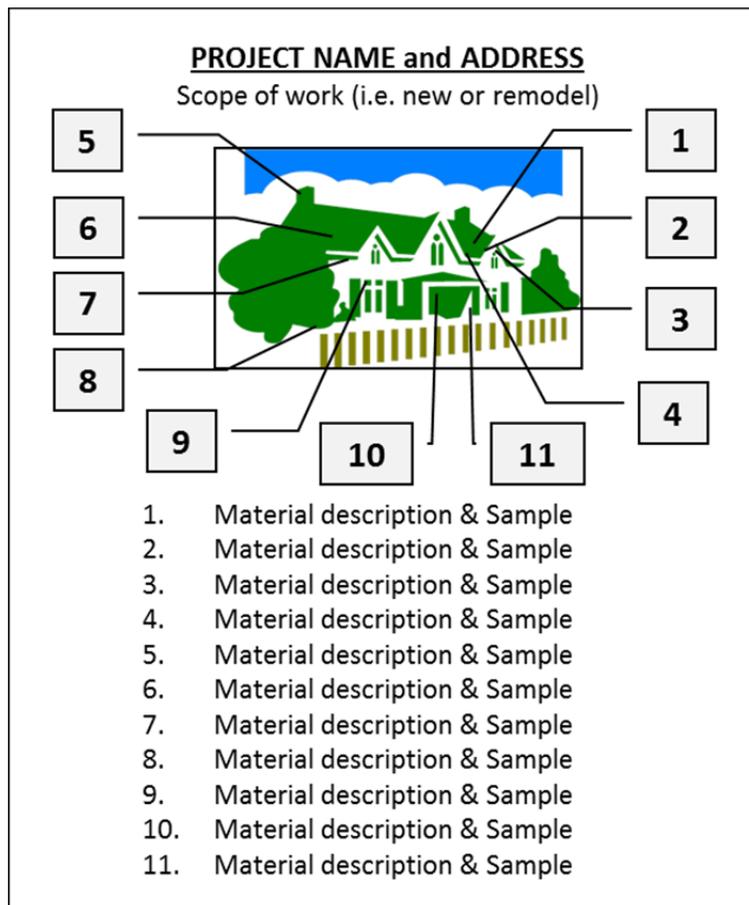
<u>Applicant Checklist</u>	<u>Staff Verification</u>
<input type="checkbox"/> SAMPLE MATERIALS BOARD*:	<input type="checkbox"/>
<ul style="list-style-type: none">• Maximum size of the material board(s) shall be 24” on any side. Multiple boards may be submitted. All materials must be adhered to the boards. Material boards with loose or missing samples will be considered incomplete and will not be accepted.• Materials should be inset into foam board or securely adhered with Velcro. <i>Glued or taped materials are not acceptable.</i>• Materials boards must be photographed and included as a high resolution image in the plans. Photos should accurately capture the proposed materials.	
<p>*See the reverse side to view two acceptable material board templates. Samples of materials boards can also be viewed at the public counter.</p>	

SECTION 6 – SUBMITTAL REQUIREMENT CHECKLIST (Continued from previous page)

Template 1



Template 2:



SUSAN HEALY KEENE, AICP | Director

RAJ PATEL | City Building Official

RYAN GOHLICH | City Planner



COMMUNITY DEVELOPMENT DEPARTMENT

455 North Rexford Drive, 1st Floor

Beverly Hills, CA 90210

Tel. (310) 285-1141

www.beverlyhills.org

CERTIFICATE OF DESIGN COMPLIANCE

I certify that the design and documentation of the Water Efficient Landscape located at _____ complies with all the provisions of City of Beverly Hills, Water Efficient Landscaping, Ordinance Number 09-0-2574, as codified in Article 4, Section 4, of Title 9 of the City of Beverly Hills Municipal Code.

Wet Signature of Licensed Landscape Designer

Date