

# **City of Beverly Hills**

## **ADDRESS VERIFICATION**

An annual parking permit can not be issued, at this time, to your household because the address is not in the City's address database. The attached form must be completed by either the property owner or the property management. Please fill out the attached form and submit to Building and Safety (Room G-10) within seven days of receiving your temporary parking permit.

Notice Issue Date: \_\_\_\_\_

**Building and Safety may be contacted at (310) 285 – 1141**  
The City shall notify you when the addresses have been verified.

Applicant: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Unit No.: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No.: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Fax No.: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

### **Required Information**

Management Company or Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No.: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Fax No.: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Owner / Management Signature: \_\_\_\_\_

Printed Name of Signer: \_\_\_\_\_

*Please attach a copy of your temporary parking permit to this packet upon submittal.*

City of Beverly Hills



Department of Transportation

Multi-Family Residential Property Address/Unit Information Sheet

Note: The following information must be submitted along with a Plot Plan, Floor Plan, and Building Directory.

Date: \_\_\_\_\_ Page: \_\_\_\_ of \_\_\_\_

Applicant Name: \_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Property Address: \_\_\_\_\_ APN: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Main Building Address: \_\_\_\_\_

Total Floors Above Ground: \_\_\_\_ Total Floors Below Ground: \_\_\_\_ Total Floors of Parking: \_\_\_\_

Total Number of Occupants/Tenants: \_\_\_\_ Total Number of Units: \_\_\_\_

Occupant/Unit Address: \_\_\_\_\_ Floor #: \_\_\_\_ Unit #: \_\_\_\_

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Occupant/Unit Address: \_\_\_\_\_ Floor #: \_\_\_\_ Unit #: \_\_\_\_

Occupant/Unit Address: \_\_\_\_\_ Floor #: \_\_\_\_ Unit #: \_\_\_\_

(For Additional Occupant/Unit Addresses Please Attach an Additional Application)

For Office Use Only

Approved By: \_\_\_\_\_

Approval Date: \_\_\_\_\_

*City of Beverly Hills*

*Department of Transportation*



*Multi-Family Residential Property Address/Unit Information Sheet*

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**REQUIREMENTS**

- 1.) Detail on the attached graph sheet all structures located on the property e.g. building structures, detached garage, accessory buildings (storage building, laundry, cabana, etc.), and pool.
  - 2.) Detail all building addresses on attached “Property Address/Unit Information Sheet” e.g. main building, units, etc.
  - 3.) Provide a plot plan on the attached graph sheet detailing all structures located on the property.
  - 4.) Multi-family buildings - Provide a floor plan (each floor) on the attached graph sheet detailing all units, etc.
  - 5.) Multi-family buildings – Detail all building unit addresses on the attached “Property Address/Unit Information Sheet.”
  - 6.) Multi-family buildings – Provide a photocopy of the building directory when possible, detailing all building unit addresses.
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**DEFINITIONS**

**Property Address:** The property address is the address number associated with the land where the building structure is located.

**Main Building Address:** The main building address number if different from the property address number that identifies the building structure.

**Occupant/Unit Address:** This address number identifies the specific occupant/unit space(s) within the main building structure.

**Building Plot Plan:** A building plot plan generally details the number and location of the building(s) on a particular property, including its relationship to the street(s), alley, and any other pertinent information.

**Building Floor Plan:** The building floor plan details the general arrangement of all Occupant/Unit addresses within the main building.

**Directory:** The directory is a listing of all Occupant/Unit addresses located in the main building structure.

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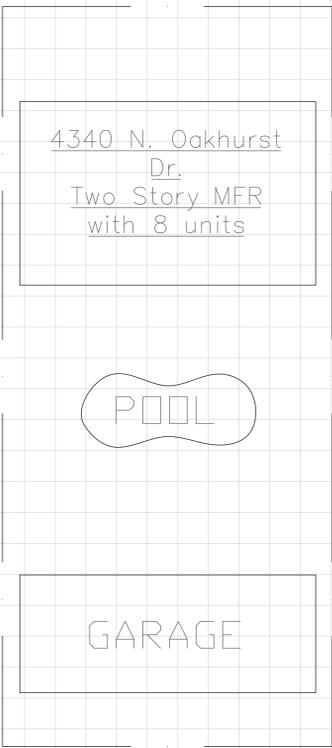
PROPERTY ADDRESS: \_\_\_\_\_

# PLOT PLAN

**sample**

**1**

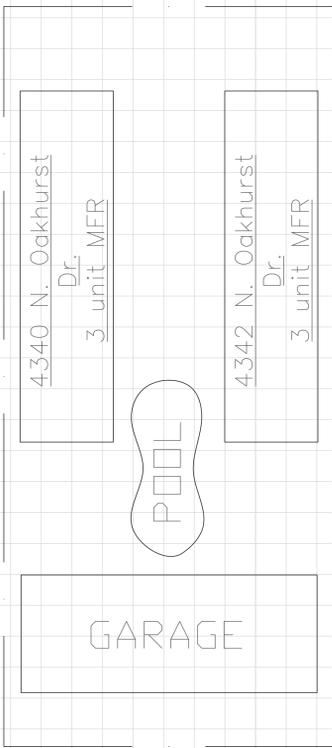
STREET NAME: Oakhurst Dr.



**sample**

**2**

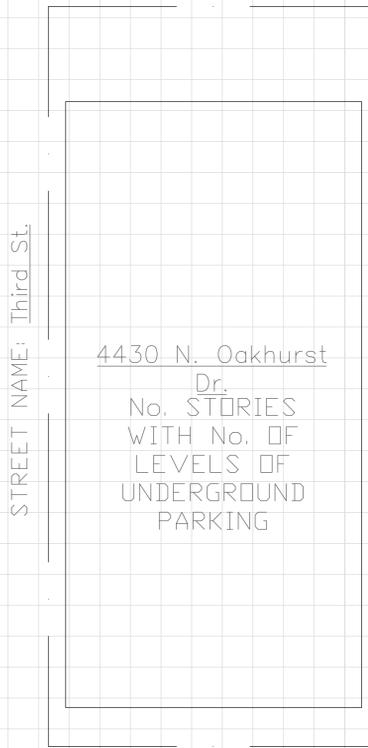
STREET NAME: Oakhurst Dr.



**sample**

**3**

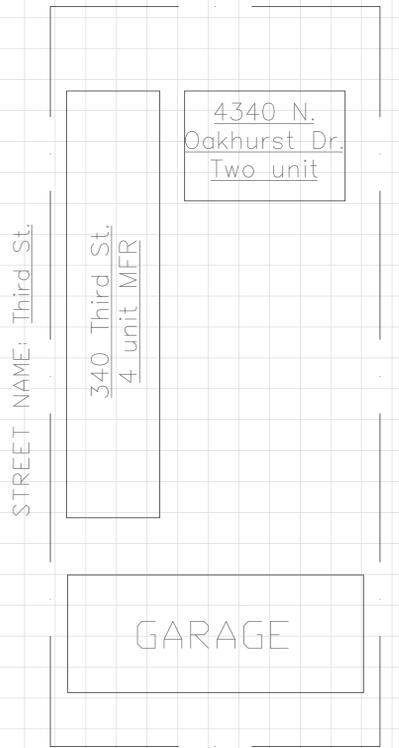
STREET NAME: Oakhurst Dr.



**sample**

**4**

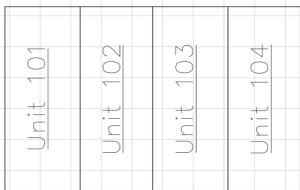
STREET NAME: Oakhurst Dr.



# FLOOR PLAN

**sample**

**1**



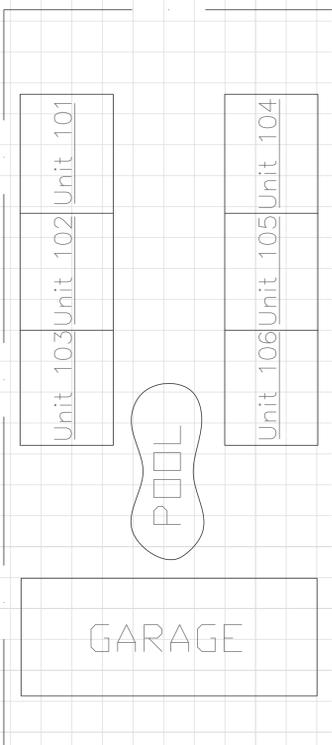
First Floor Plan



Second Floor Plan

**sample**

**2**



**sample**

**3**

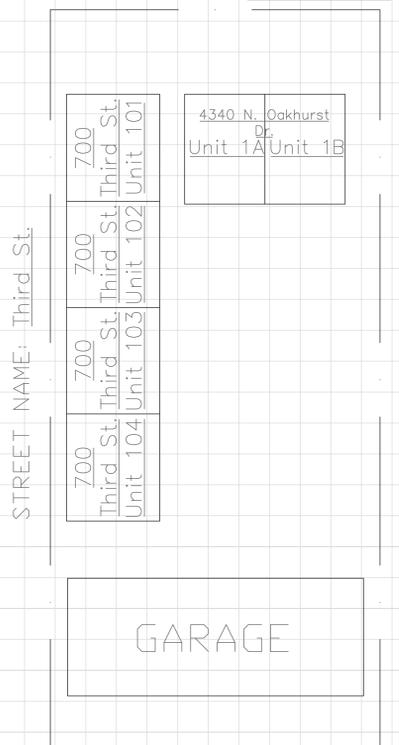
STREET NAME: Oakhurst Dr.



**sample**

**4**

STREET NAME: Oakhurst Dr.

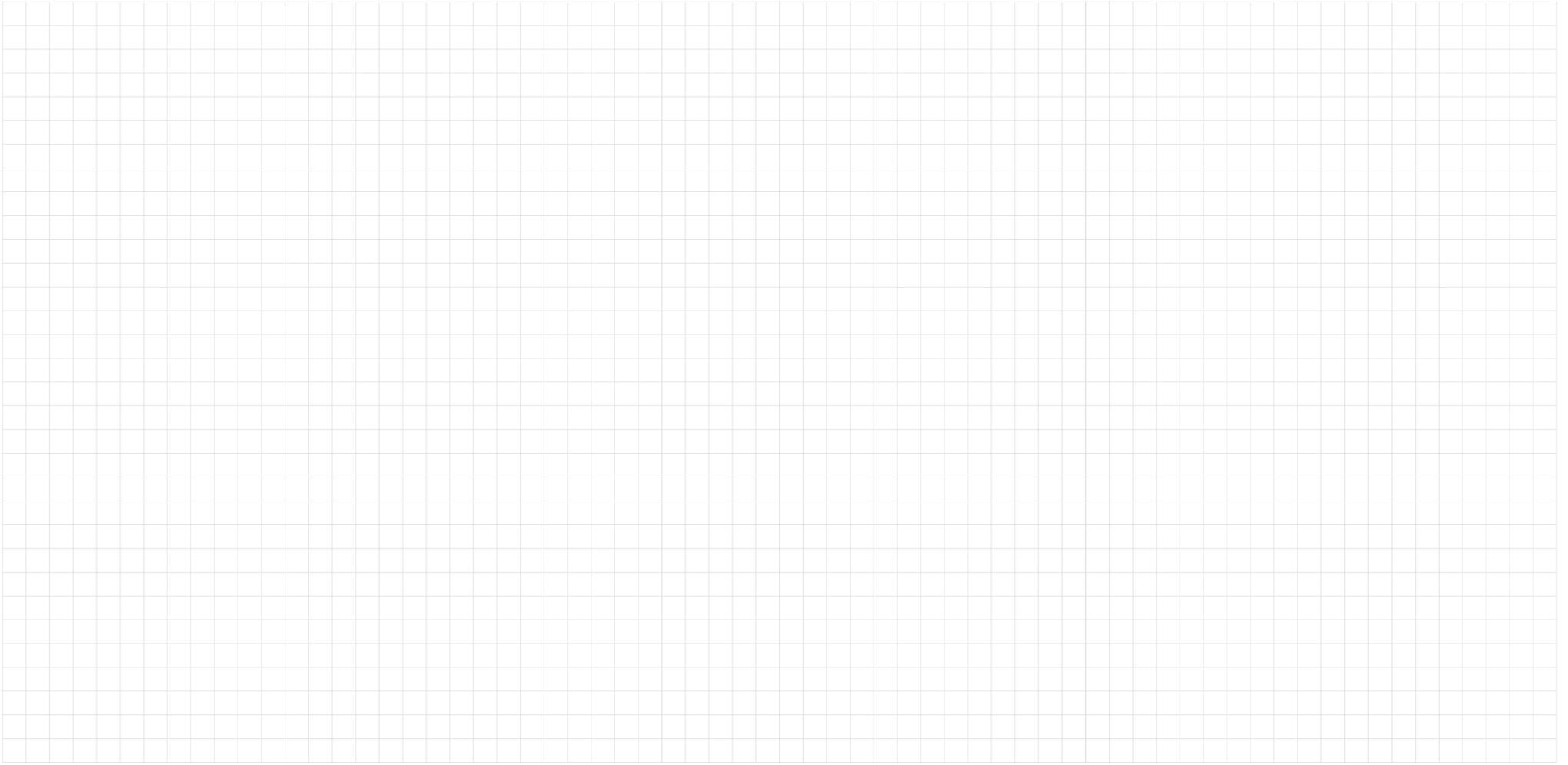


**PROPERTY ADDRESS:** \_\_\_\_\_

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## **PLOT PLAN**



## **FLOOR PLAN**

