



COMMUNITY DEVELOPMENT DEPARTMENT

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CITY OF BEVERLY HILLS

SUPPLEMENT TO APPLICATION FOR ENVIRONMENTAL ASSESSMENT

(Information Required for All Applications)

APPLICATION REQUIREMENTS

1. If applicant is not the property owner, a letter of authorization from the owner shall accompany this application.

Prior to preparing applications, it is suggested that the City Departments/Divisions involved in the project (e.g., Building & Safety Division) be consulted. The applicant will be requested to obtain conceptual approval of the project from the Building & Safety Division prior to submittal.

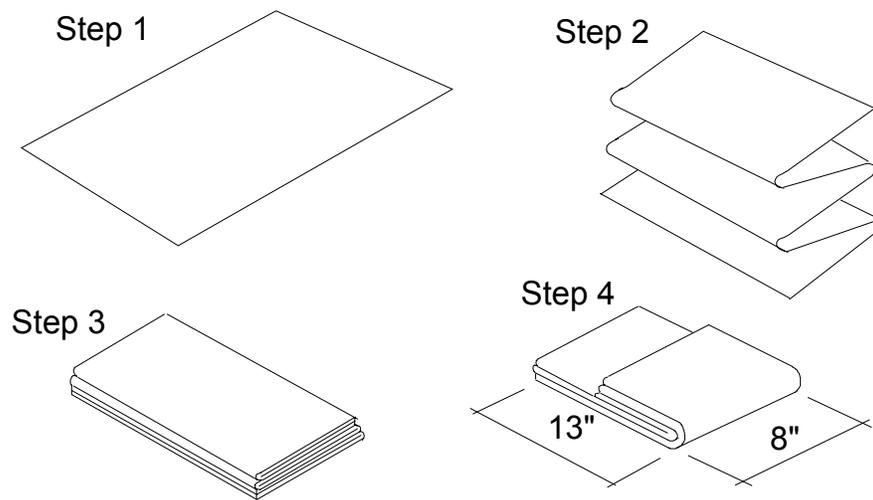
2. All applications shall include:

- a. Public notice requirements. **Most other planning applications** (e.g. variances, development plan review, and many others) have public notice requirements. If the accompanying application requires a mailing list/labels, that list must include addresses of all the **residential occupants** within the specified radii as well as the property owners (tenant names are not necessary; simply "resident" or "occupant" is acceptable); skip to 2.b. below.

If no mailing list is required on the accompanying application, then the following materials must be included with the environmental assessment application:

- 1) Three sets of self adhesive gummed labels on Xerox™ or Avery™ 8½"×11" sheets with names and addresses of all property owners and residential occupants within 300 feet of the boundaries of the project site, and all owners of single-family residential property within 500 feet of the project site. A written affidavit indicating the mailing list is complete and up to date (a sample affidavit is attached). Do not abbreviate City names.

- 2) A check to cover the cost of mailing of one set of labels listed in the paragraph above. See current Fee Schedule for postage rates. (The City will affix the address labels, postage and return address to the envelopes.)
- 3) Three copies of a map (minimum size 8½"×11") indicating each parcel of land and all land use within a distance of 500 feet of the exterior boundaries of the project. Parcels within 300' for commercial, industrial and multi-family residential and 500' for single family residential zones must be numbered with the corresponding address number of the mailing list. These maps need to be folded so that they are not greater than 8½"×13" in size. (See folding diagram below.)



- b. Complete the attached questionnaire and submit along with any materials required by the questionnaire or as a result of an answer to a specific question.
 - c. A corollary project application (e.g. subdivision, development plan review, architectural review, etc.).
 - d. A Hazardous Waste and Substances Statement (included in the application).
3. Any application for a project which involves any of the following issues should include a traffic analysis:
- a. Construction or expansion of 10,000 square feet or more of commercial (retail or general office) floor area;
 - b. Construction or expansion of any restaurant or medical office use, or the conversion of any non-restaurant or non-medical uses to such uses;

- c. Multiple-family residential development involving five or more dwelling units;
- d. Any drive-in, drive-up, or drive-through facilities;
- e. Construction or installation of any automated teller machines.

Such a traffic analysis shall include the following information:

- a. A description of the project, including square footages of all uses, and any information regarding the project's hours of operation.
- b. The amount of traffic generated by the project. This shall include:
 - o Daily traffic generation;
 - o Traffic generation occurring during the a.m. and p.m. peak hours of the adjacent street system;
 - o Where the peak hour traffic generation of the use differs from the peak hours of the adjacent street system, the time and traffic generation during the use's peak time shall be included in the analysis.
- c. The directional distribution of traffic.
- d. The cumulative impact of all anticipated development within a one-mile radius of the project site.
- e. The Intersection Capacity Utilization (ICU) (or other appropriate analysis, such as Federal Highway Capacity Manual analysis for unsignalized intersections) of the nearest four intersections to the project. ICU shall be provided for the following:
 - o Existing traffic ambient, incremented by general a growth factor to reflect the ambient at the time the project is completed;
 - o Ambient plus cumulative traffic from the anticipated development within a one-mile radius;
 - o Ambient plus cumulative plus project impact.
- f. An analysis of potential vehicular and pedestrian conflict at the points of access to the project.
- g. An analysis of the adequacy of the parking provided in the project.
- h. Construction related impacts.
- i. Suggested mitigation to any potential impact caused by the project.

ENVIRONMENTAL REVIEW FEE

See current Fee Schedule for:

- Application Fee
- Department of Fish and Game Fee

PREPARATION OF EIR -- CHARGE

1. In addition to the environmental fee listed above, if an EIR is to be prepared, an outside consultant is usually retained by the City, who is paid with funds deposited with the City by the developer or proponent (cost of report plus 15 percent of cost of the report for contract administration). The funds are to be deposited prior to the hiring of the consultant.
2. The developer or proponent shall reimburse the City for all necessary additional costs incurred in preparing the EIR by the City or a consultant that exceed the amount of the funds paid to or deposited with the City.
3. If any of the EIR preparation fee or consultant fee is not used for the preparation of the EIR, it shall be refunded to the applicant.
4. Any substantial changes originating with the applicant or his/her agent may result in a new application and fee.

APPLICATION FOR ENVIRONMENTAL ASSESSMENT
DEPARTMENT OF COMMUNITY DEVELOPMENT
CITY OF BEVERLY HILLS

Date submitted _____ Project Identification No. _____

Project name _____

Project address _____

Between _____ and _____

County Assessor Map Book _____ Page _____

Parcel Number(s) _____

Applicant's name _____ Phone _____

Address _____ City _____ Zip _____

Agent's name _____ Phone _____

Address _____ City _____ Zip _____

PROJECT DESCRIPTION AND SCOPE _____

(Please Print)

I, _____, have read and understand all statements including the Supplement to Application attached to this application. I am the property owner or authorized agent of subject property. I hereby declare (affirm) that the foregoing statement, facts, and attached report are true and correct.

Signature of: () Property Owner or () Authorized Agent Date

For Office Use Only

Date material received _____ Received by _____

Amount of initial fee received _____ Amount of additional fee received _____

Material check by _____ and determined to be (complete)

(incomplete). If incomplete, applicant notified on date _____ by (phone -

mail - other) _____ to supply missing information _____

Date Filed _____

Environmental Information Form
(To be completed by applicant)

GENERAL INFORMATION

1. Name, address, and telephone number of person to be contacted concerning this project:

2. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:

3. Existing zoning district: _____
4. Proposed use of site (Project for which this form is filed):

PROJECT INFORMATION

5. Site size _____ 6. Number of floors of construction _____
7. Floor area _____ 8. Off-street parking proposed _____
9. Proposed scheduling _____
10. If the project is associated with an-other project, what is the other project? _____
11. If the project(s) is(are) to be developed in stages, explain. _____

12. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.
13. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities.
14. If industrial, indicate type, estimated employment per shift, and loading facilities.
15. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
16. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

YES NO

- 17. Change in existing features of any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours.
- 18. Change in scenic views or vistas from existing residential areas or public lands or roads.
- 19. Change in pattern, scale or character of general area of project.
- 20. Significant amounts of solid waste or litter.
- 21. Change in dust, ash, smoke, fumes or odors in vicinity.
- 22. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.
- 23. Substantial change in existing noise or vibration levels in the vicinity.
- 24. Site on filled land or on slope of 10 percent or more.
- 25. Use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.
- 26. Substantial change in demand for municipal services (police, fire, water, sewage, etc.)
- 27. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)
- 28. Relationship to a larger project or series of projects.

ENVIRONMENTAL SETTING

- 29. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or polaroid photos will be accepted.
- 30. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, setback, rear yard, etc.). Attach photographs of the vicinity. Snapshots or polaroid photos will be accepted.

HAZARDOUS WASTE AND SUBSTANCES STATEMENT

Before the City can accept this application as complete, the applicant must consult the State Department of Health Services' Hazardous Waste Sites Lists {filed annually with the State Office of Planning and Research (OPR) pursuant to Government Code 65962.5} and submit a signed statement indicating whether the project and any alternatives are located on a site which is included on any such list, and shall specify any list. In the event that the project site and any alternatives are not listed on any list compiled pursuant to Government Code 65962.5, then the applicant must certify that fact as provided under #35. below.

- 32. Specify any list pursuant to Section 65962.5 of the California Government Code:

33. Regulatory identification number: _____

34. Date of List: _

35. If the project does not appear on any list compiled pursuant to Section 65962.5, the following certification must be completed:

I have consulted the lists compiled pursuant to Section 65962.5 of the Government Code and hereby certify that the project and any alternatives proposed in this application are not contained on these lists.

Date: _____

(Signature)

For: _____

(Applicant)

CERTIFICATION: I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date _____

(Signature)

For _____

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