



## COMMUNITY DEVELOPMENT DEPARTMENT

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

[www.beverlyhills.org](http://www.beverlyhills.org)

# CITY OF BEVERLY HILLS

## VARIANCE

Procedure which the applicant follows in filing a request for a Variance.

### 1. PRELIMINARY.

Any owner, purchaser under contract or lessee of property who wishes to pursue a Variance should first acquaint himself with the provisions of Title 10, Chapter 3, Article 37, of the Beverly Hills Municipal Code.

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 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 at the time of submittal.

### 2. FILING AND FEES.

- a. The applicant files his application with the Community Development Department in accordance with the instructions on the application form together with the prescribed fees for the Variance, Environmental Assessment and newspaper notice\*. (See current Fee Schedule)
- b. When deemed applicable, a project traffic report will be required. See Fee Schedule for current fee.
- c. All applications shall include:
  - 1) Three sets of self-adhesive gummed labels with names and addresses of all property owners and residential occupants for 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.

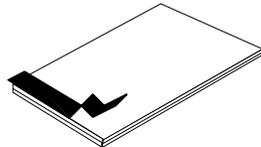
---

\* Note: The indicated charge is a basic charge for the publishing of a public notice in the newspaper. The applicant is subject to any additional publishing charges over and above the initially-submitted amount.

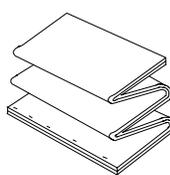
Include applicant or agent address as well. Mailing list labels should be on 8½"x11" sheets. A written affidavit indicating that the mailing list is complete and up to date (a sample affidavit is attached). Do not abbreviate City names.

- 2) A check to cover the cost of two mailings of the sets of labels listed in 2b.1). Postage should be computed at for each label at the cost shown on the current Fee Schedule. (The City will affix the address labels, postage and return address to the envelopes.)
- 3) **12 copies** of a map (minimum size 8½"x11"); 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 (see 2.a. above)
- 4) **12 sets** of plans (minimum size 8½"x11") that show:
  - o Draw to scale and indicate the scale and north direction arrow.
  - o 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.
  - o Plot all existing physical features and proposed structures.
  - o Include a legend on the lower right-hand corner of plot plan which lists, among other things, the owner's or authorized agent's address and telephone number.
  - o ALL PLANS MUST BE FOLDED. Plan folding instructions:

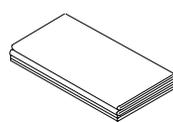
Step 1: Please remove all bindings.



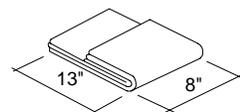
Step 2



Step 3



Step 4: Fold as flatly as possible.



### 3. DETERMINATION OF THE BOARD OF ZONING ADJUSTMENTS.

Within five (5) days after the issuance of a decision by the Board of Zoning Adjustments, the Director of Community Development will inform in writing the following persons:

- (1) The applicant
- (2) Each person listed on the mailing list.
- (3) Each member of the City Council.

The Board of Zoning Adjustments decision is final unless appeal is made to the Council or an order for review is made by the Council.

CITY OF BEVERLY HILLS  
COMMUNITY DEVELOPMENT DEPARTMENT

**APPLICATION FOR ZONE VARIANCE**

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

Legal Description: \_\_\_\_\_  
                                    Tract                                      Block                                      Lot(s)

Assessor's Parcel Number(s): \_\_\_\_\_

**IF THE APPLICANT IS NOT THE PROPERTY OWNER, A LETTER OF AUTHORIZATION IS REQUIRED.**

Property Owner

Applicant or Agent

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_

City: \_\_\_\_\_

State & Zip: \_\_\_\_\_

State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

Person to **CONTACT** for access to site: \_\_\_\_\_

Variance Request (include Municipal Code Sections to which the Variance pertains):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Basis for Variance request {what are the special circumstances, which may include size, shape, topography, location, or surroundings, that are applicable to your property, [Code Section 10-3.3700(a)]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Justification for Variance request {Please describe how other properties in the same zone and area enjoy the privileges that you are seeking; identify the addresses of these properties, and describe how the

Application for Zone Variance  
Beverly Hills Community Development Department

special circumstances applicable to your property deprive you of the ability to enjoy the privileges enjoyed by other properties in the same zone and area [Code Section 10-3.3700(b)]:

---

---

---

---

NOTE: Signature of applicant must be acknowledged before a Notary Public. \_\_\_\_\_ Applicant's Signature

(INDIVIDUAL)

STATE OF CALIFORNIA: COUNTY OF LOS ANGELES: ss.

On \_\_\_\_\_, before me, the undersigned, a Notary Public in and for said County and State, personally appeared \_\_\_\_\_

.....  
.....

known to me to be the person(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he (she) (they) executed the same.

WITNESS my hand and official seal \_\_\_\_\_  
Notary Public in and for said County and State

(SEAL)

(CORPORATION)

STATE OF CALIFORNIA: COUNTY OF LOS ANGELES: ss.

On \_\_\_\_\_, before me, the undersigned, a Notary Public in and for said County and State, personally appeared \_\_\_\_\_

....., known to me to be the ..... President, and .....

..... known to me to be the ..... Secretary, of this Corporation that executed the within instrument, known to me to be the persons who executed the within instrument on behalf of the Corporation therein named, and acknowledged to me that such Corporation executed the within instrument pursuant to its bylaws or a resolution of its board directors.

WITNESS my hand and official seal \_\_\_\_\_  
Notary Public in and for said County and State

(SEAL)

(PARTNERSHIP)

STATE OF CALIFORNIA: COUNTY OF LOS ANGELES: ss.

On \_\_\_\_\_, before me, the undersigned, a Notary Public in and for said County and State, personally appeared \_\_\_\_\_

.....  
.....

known to me to be all of the partners or the partnership that executed the within instrument, and acknowledged to me that such partnership executed the same.

WITNESS my hand and official seal \_\_\_\_\_  
Notary Public in and for said County and State

(SEAL)



[www.beverlyhills.org](http://www.beverlyhills.org)

**COMMUNITY DEVELOPMENT DEPARTMENT**

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

**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 Fee Schedule.

Please note that 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