



CERTIFICATE OF APPROPRIATENESS APPLICATION

Dear Applicant,

Thank you for your interest in the City of Beverly Hills' Historic Preservation Program and applying for a Certificate of Appropriateness for your property.

This Certificate of Appropriateness application packet will help you understand the COA review process and assist you in preparing your plans and submitting a completed application for a COA review.

Please make an appointment with a historic preservation staff liaison to review and submit your application. An electronic copy of this application is available on the City's Planning Division webpage.

If you have any questions about the application or would like to schedule a pre-application meeting, please contact the Planning Division:

CDPlanning@beverlyhills.org

Phone: 310-285-1000

Overview

- A Certificate of Appropriateness (COA) is an approval of a request for any exterior work performed either on a designated City Landmark or a property located within a City designated Historic District, including infill construction.
- Section 10-3-3219 of the Beverly Hills Municipal Code sets forth the requirements and process for applying for and processing Certificates of Appropriateness.
- In addition to any other development permits that may be required for your project, you must have a COA approved before obtaining a building permit to perform any exterior work.
- Examples of exterior work that requires a COA include, but are not limited to the following:
 - Replacement of exterior architectural features that are damaged or deteriorated beyond repair.
 - New construction, particularly when increasing building square footage.
 - Reconstruction, repair, restoration, rehabilitation, remodeling or any change to the exterior of a landmark property.
 - Installation, alteration, or addition of paving, walkways, fencing and the like;
 - Demolition, removal, or alteration of any part of a landmark structure.
 - Exterior roofing a landmark structure.
- A pre-application meeting with staff is required prior to submitting an application for a Certificate of Appropriateness reviewed by the Cultural Heritage Commission.



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General Information

The Cultural Heritage Commission meets quarterly. A minor exterior alteration generally may be reviewed at the staff or Director level over the counter. Demolitions and more complex modifications and additions often require more extensive environmental analysis and may take longer to review and may need to be scheduled for hearing by the Cultural Heritage Commission.

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CERTIFICATE OF APPROPRIATENESS STAFF REVIEW

An Administrative (Minor) COA is a staff level review process for minor work that will have no effect on the historic character of the property. This can include, but is not limited to projects such as electrical box repair, replacement or upgrades; gas line work; commercial signs; driveway changes; and window and door repair, restoration, or replacement. If the work meets the "Secretary of the Interior's Standards for Rehabilitation" the Planning Division staff can administratively approve the project and issue a Certificate of Appropriateness over the counter. A COA is required prior to obtaining a building permit.

CERTIFICATE OF APPROPRIATENESS COMMISSION REVIEW

Review and approval by the Cultural Heritage Commission is required for some proposed additions and new construction, and all other projects that propose to significantly alter, diminish, or remove the historic and/or architectural character of a landmark property. The Planning Division staff will first review your project to determine if it is eligible for an Administrative Review (Minor) COA.

If formal review by the CHC is necessary, a public hearing will be scheduled. Written notice will be provided to the property owner(s) of the proposed work to formally notify of any public hearing. The public may attend a COA Cultural Heritage Commission hearing to express their support or concerns regarding a proposed project, or send a letter or email to that effect. Upon approval by the CHC and evaluation of final project plans by the CHC staff liaison a Certificate of Appropriateness will be issued.

Please prepare the plans, forms and other required material listed in this application and return them to the Community Development Department, Planning Division counter. Applications will only be accepted for processing if they are complete. Consult the "Secretary of the Interior's Standards for Rehabilitation," which is included in this application, for additional guidance. The "Standards for Rehabilitation" are basic principles to help preserve the distinctive character of a historic building and its site. Applicants may also refer to the "Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings by Weeks and Grimmer" for supplemental information.

The applicant is responsible for ensuring that the proposed project conforms to the City's zoning and building regulations prior to review of the COA application request. Environmental regulations according to the California Environmental Quality Act (CEQA) may also require additional review.



CERTIFICATE OF APPROPRIATENESS APPLICATION

CERTIFICATE OF APPROPRIATENESS PROCESS (BHMC 10-3-3219):	
The following is the process for projects requiring Cultural Heritage Commission review only.	
Pre-Application Meeting	
1.	Applicants attend required pre-application meeting with the CHC staff liaison prior to submitting a Certificate of Appropriateness application. These meetings provide an opportunity for one-on-one feedback and technical guidance. Applicants need to bring site photos of the property, an existing site plan drawing and conceptual project drawings to the meeting.
Application Submittal	
2.	Applicants submit a complete application form, submittal checklist and all required submittal materials to the CHC staff liaison. City staff shall determine whether the application is complete and the level of review necessary. If review by the CHC is required a hearing date is scheduled within seventy-five (75) days of receipt of complete application per city ordinance. A comprehensive report from a qualified historic preservation consultant detailing if the project is compliant with the Secretary of the Interior's Standards for Rehabilitation will also be required if Cultural Heritage Commission review is necessary.
Public Hearing Scheduled	
3.	The city will provide written notice to the property owner to advise of any scheduled public hearing providing information on the hearing date and time. Either the owner or his/her representative must be present at the public hearing. Depending on the scope and scale of the project, applicants are strongly encouraged to obtain input on the project from neighbors and the affected neighborhood associations prior to hearing.
Staff Prepares Staff Report	
4.	The CHC staff liaison will review the application to determine whether the project meets the city's historic preservation guidelines and Secretary of the Interior's Standards for Rehabilitation. The planner will forward a staff report to the applicant in advance of the hearing.
Public Hearing Held	
5.	At the CHC hearing, the staff report is read and the applicant is provided with an opportunity to explain his/her application, answer questions and provide additional information. The CHC will approve, deny or continue the hearing (if additional information is needed or significant revisions are required). The CHC can also add stipulations to the approval.
Waiting Period/Appeal Process, if applicable	
6.	An appeal process is available for property owners who are aggrieved by the decision of the CHC. A written appeal must be filed with the Community Development Department within 15 calendar days of the CHC hearing decision. A scan of a letter signed by the property owner or applicant requesting an appeal can be emailed to the City. All appeals are heard by the City Council at its next available meeting.
Receive Approved Certificate of Appropriateness	
7.	After the CHC makes a decision, applicants must wait at least fifteen (15) days before returning to the CHC staff liaison as the applicant cannot apply for a building permit during the appeal period. Applicants bring three (3) required copies of final construction drawings. The CHC staff liaison will review and evaluate the plans within seven (7) days to ensure that the final plans reflect all changes required by the CHC. The staff liaison stamps plans approved and returns two (2) copies to applicant.
Filing for and Obtain Building Permit	
8.	An approved Certificate of Appropriateness is valid for one (1) year from the date of the CHC hearing approval. Applicants bring two copies of plans stamped approved by the CHC staff liaison to the Community Development Department counter to file a building permit.



CERTIFICATE OF APPROPRIATENESS APPLICATION

SECRETARY STANDARDS FOR REHABILITATION

The **Secretary of the Interior's Standards for Rehabilitation** are ten basic principles created to help preserve the distinctive character of a historic building and its site, while allowing for reasonable change to meet new needs. The underlying concern expressed in the Standards is the preservation of significant, important historic materials and features of a building in the process of rehabilitation. The Standards are applied to projects in a reasonable manner, taking into consideration economic and technical feasibility.

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The **SOI Standards** (36 CFR 67) apply to historic buildings of all periods, styles, types, materials, and sizes. For the purposes of the City of Beverly Hills Certificate of Appropriateness review, the SOI Standards are applied to exterior work, and in most cases not interior work. The SOI Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent, or related new construction.

SECRETARY STANDARDS FOR REHABILITATION	
1.	A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2.	The historic character of a property will be retained and preserved. The removal of distinctive material or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3.	Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other properties, will not be undertaken.
4.	Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5.	Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6.	Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive historic feature, the new feature will match the old in design, color, texture, and where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7.	Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8.	Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9.	New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10.	New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



CERTIFICATE OF APPROPRIATENESS APPLICATION

1. APPLICATION INFORMATION (print or type):

Property Address: _____
Landmark Name and No.: _____
Property Owner: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone No: _____ E-Mail: _____

Applicant: _____
Company: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone No: _____ E-Mail: _____

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Primary Contact Person: ☐ Applicant ☐ Property Owner

I, the undersigned, declare under penalty of perjury under the laws of the State of California that the information on this Certificate of Appropriateness (COA) application is true and correct to the best of my knowledge. I also understand that I cannot proceed with the proposed environmental changes requested in this application unless and until an approved COA is issued by the Cultural Heritage Commission or Community Development Department Director. I further understand that neither this application nor a subsequently issued Certificate of Appropriateness supersedes the need to obtain the necessary building permits and other applicable permits and approvals under the City of Beverly Hills Municipal Code.

Signature: _____ Date: _____

2. PROJECT REVIEW TYPE:

Indicate Requested Application:

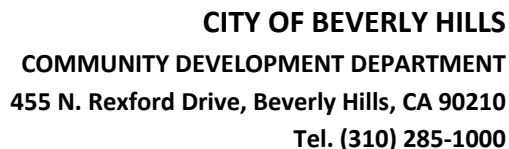
- ☐ **ADMINISTRATIVE STAFF REVIEW (Minor COA - BHMC §10-3-3219D)**
• Three (3) sets of plans required
- ☐ **CULTURAL HERITAGE COMMISSION REVIEW (Major COA - BHMC §10-3-3219E)**
• Ten (10) sets of plans required

3. SUBMITTAL REQUIREMENTS:

☐	Completed Application and Applicable Fee	☐	Historic Consultant Report
☐	Site Plan of Subject Property	☐	Photographic Record of Property
☐	Architectural Plans	☐	Supplement Material

FOR DEPARTMENT USE ONLY BELOW THIS LINE:

CEQA Review:	☐ Pending	☐ Exempt	☐ MND	☐ EIR
Reviewed By: _____	Date: _____	☐ Submittal Complete	Fee: \$	
Application/File No.: _____	CHC Date: _____	☐ Submittal Incomplete	TOTAL: \$	



4. PROPOSED PROJECT:							
☐	New Construction	☐	Relocation	☐	Addition	☐	Signage/Awning
☐	Rehabilitation/Restoration	☐	Alteration	☐	Demolition	☐	Other:

5. IDENTIFY THE PROJECT ZONING (City Zoning Map: <http://gis.beverlyhills.org/UNITEGIS/>):

☐ R-3	☐ R-4X	☐ RMCP	
☐ R-4	☐ R-4X2	☐ R-4-P	
☐ C-3	☐ C-3A	☐ C-3B	
☐ C-3T-1	☐ C-3T-2	☐ C-3T-3	☐ C-5

Adjacent/Cross Streets: _____

[illegible]

TOTAL SQUARE FEET OF THIS PROJECT:				VALUATION OF WORK COVERED BY THIS APPLICATION:
Commercial	Residential	Garage	Misc.	\$

Signature: _____

CERTIFICATE OF APPROPRIATENESS APPLICATION FORM/



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BEFORE YOU BEGIN REHABILITATION

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Before you begin rehabilitation of a property, the historic building and its site should be documented, evaluated, assessed, and the work carefully planned. This documentation will provide a history of the property, its occupants, and its uses over time, but perhaps more important, it will help guide your decisions about what must be repaired and preserved during rehabilitation and what may be altered, if necessary, for the ongoing or new use.

DOCUMENT

The history and evolution of the building by researching written and graphic documents found in libraries, archives, and historical society collections, as well as National Register of Historic Places listings. Then examine the building itself, taking photographs of the interior, exterior, and the site before you begin any work.

EVALUATE

Original materials, features, finishes, and spaces as well as changes that have occurred with different occupants and uses. The changes may or may not be an integral part of the historic character of the building so they need to be considered carefully prior to work.

ASSESS

The physical condition of historic materials, features, finishes, and construction systems to determine those that are sound, those that require repair, and those that may need to be replaced. Create a preservation plan to decide how historic materials, features, and finishes should be protected during construction, as well as to establish a logical sequence for the work.

For more information, please contact the Planning Division:

CDPlanning@beverlyhills.org

Phone: 310-285-1000



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8. SUBMITTAL REQUIREMENT CHECKLIST:

The following material is required as part of the submittal packet:

All plan sets must be no larger than 24" in any direction and no smaller than 11" x 17" and be drawn to scale and be legible. All plans must include a title block on each page, a north arrow and be collated; stapled; and folded to fit within a legal size folder (11" x 17"). The following plans are required for Certificate of Appropriateness applications when applicable to the scope of work. (PLEASE NOTE: inconsistency between drawings, renderings, materials, etc. will be considered an incomplete submittal. Only complete applications will be accepted for filing.)

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Applicant
Checklist

Staff
Verification

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ELECTRONIC DOCUMENTS:

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- 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.

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PLOT PLAN:

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- Show entire parcel (indicate square footage of property) and label all property lines.
- Delineate, label and 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-allowance maximum floor area and all the floor area existing and proposed on the site.
- Show location of any public or private easements, curb cuts and any obstructions in the public right-of-way.
- Show paving square footage.
- Identify streets and any mature, significant landscape features.

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FLOOR PLANS:

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- Show existing floor plans – fully dimensioned.
- Show proposed floor plans – clearly label the proposed rooms.
- Scale drawings with dimensions indicating the overall plan and clearly delineating existing and new exterior walls, doors, windows, patios, stairs, etc.

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ROOF PLAN:

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- Clearly label all the roof pitches.
- Show mechanical equipment location (when applicable).
- Label the proposed roofing material.



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LANDSCAPE PLAN/ELEVATION (may be subject to compliance with Beverly Hills Water Efficiency standards):

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- 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. If there is no lighting proposed please indicate this on the plans and application.
- Provide cut sheets of any proposed landscape lighting fixtures.

If new landscaping is proposed, provide an elevation that includes the proposed and existing landscaping, to scale, at the time of planting.

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ELEVATIONS:

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- Label existing portions of structures to remain and the proposed new additions (when applicable).
- Indicate new and existing height, floor lines, and finish grade(s) of all structures and additions.
- Delineate and identify all existing and new windows and doors include size, type, materials and detailing.
- Show the location of exterior light fixtures to scale.
- Delineate and identify all exterior finishes by type, texture, color.
- Delineate and identify all special or historic features and details.
- Show all proposed signage, to scale, if applicable.

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COLOR ELEVATION:

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Provide a color elevation that accurately (to scale) reflects colors and material being proposed for all elevations visible from the public right-of-way.

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SECTIONS/DETAILS (minimum ¼" = 1'-0" scale):

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- Provide a minimum of two building elevation sections (label property lines).
- Provide cut sheets/schedules for the proposed windows and doors
- Provide a detail of all proposed features including window surrounds, entry surrounds, decorative details, etc.

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SIGNAGE INFORMATION:

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- Delineate and identify all existing and new signs include size, type, materials and detailing.
- Provide scaled drawings of all proposed signs, including dimensions and square footage calculations.
- Provide sections and connection details of all proposed signs.



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8. SUBMITTAL REQUIREMENT CHECKLIST:

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HISTORIC CONSULTANT REPORT FOR SOI STANDARDS COMPLIANCE:

- Prepared by a qualified historic preservation consultant.
- Report should assess the overall project and project specifics for compliance with, and potential deviation from, the "SOI Standards."
- Applicable conditions of approval, project re-design recommendations, or other relevant information should also be included in the report.

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PHOTOGRAPHS:

- Provide photographs of the existing site, each improvement, and views of all elevations of the structure.
- Provide a panoramic photograph of the site showing the current structure within the existing streetscape (at a minimum include the structures directly abutting the subject property).
- Provide photographs of the neighboring properties. Provide a key that clearly labels the photos and indicates their location relative to the subject property.

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STREETSCAPE PHOTO MONTAGE:

- Provide a panoramic photograph that incorporates the proposed project into the existing streetscape and include the street trees and all proposed landscape materials (at a minimum include the two properties directly abutting the subject property).
- Provide a panoramic photograph that incorporates the proposed project into the existing streetscape without the existing street trees or proposed landscape materials (at a minimum include the two properties directly abutting the subject property).

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3-DIMENSIONAL PERSPECTIVE RENDERING:

- Provide a 3-dimensional perspective rendering of axonometric view of the proposed elevation(s) as seen from the street.
- Show the proposed rendering in context to the structures on the adjacent properties.
- The 3-dimensional perspective must be to scale and be consistent with the elevation drawings and materials board.

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SAMPLE MATERIALS BOARD:

- Provide rendering or color illustrations of all elevations visible from the street with lined call-outs for all the proposed materials and finishes, including signs. Numbered call-out with a corresponding legend may also be used.
- 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. Loose or missing materials are not reflective of a complete application.
- Materials should be inset into foam board or securely adhered with Velcro. Glued or taped materials are not acceptable.

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