

# Attachment 7

## Proposed Notice Requirements Table

Public Notice Requirements for Development Applications	On-Site Posted Notice 10- Day	Newspaper Notice 10-Day	Mailed Notice 10-Day
<b>Architectural Review</b>			
Director level projects can be processed administratively and include: minor landscape approvals, some commercial signs, and minor exterior changes to multi-family and commercial buildings (paint color changes, replacing like for like elements). These permits are generally processed at the planning counter.	Director	None	None
Commission level projects must be reviewed by the City’s Architectural Commission (AC) and include: sign accommodations, most commercial signs, façade remodels for commercial and multifamily buildings, new construction of commercial and multifamily buildings, and landscaping for commercial and multifamily projects.	Commission	Only projects in Multi-Family Residential Zones	None
<b>Cultural Heritage</b>			
Director level projects can be processed administratively and include Certificate of Review for District Non-Contributor and Director’s Determination of Ineligibility.	Director	None	None
Commission level applications include projects that are reviewed by the City’s Cultural Heritage Commission (CHC). The CHC recommends to the City Council on Landmark or Historic District Designation* nominations and Mills Act Contracts. The CHC acts on Certificates of Appropriateness for Designated Landmarks and Contributing Properties*. * Special noticing requirements apply, See Table 10-3-253 (B)	Commission	None	Owner/Applicant
<b>Design Review</b>			
Director level projects can be processed administratively and include single family home remodels and new homes in the Central area of the City that are determined to be “Track 1”.	Director	None	Owner/Applicant
Commission level applications include projects that are reviewed by the City’s Design Review Commission (DRC) including Single Family Home façade remodels and New homes in the Central area of the City that are determined to be “Track 2”.	Commission	Yes	Central Area: 100 ft. radius + block-face

Public Notice Requirements for Development Applications	On-Site Posted Notice 10- Day	Newspaper Notice 10-Day	Mailed Notice 10-Day	
<b>Planning Review</b>				
<p>Director Level includes applications that can be reviewed and approved by staff. Commission/Council, however many of the applications may be referred to the Planning Commission Level applications are reviewed and approved by the Planning Commission or City Council. Applications include:</p> <ul style="list-style-type: none"> <li>• <u>Amendment (General Plan, Streets Master Plan, Specific Plan, Zone Text, Zoning Code)</u></li> <li>• <u>Conditional Use Permit</u></li> <li>• <u>Common Interest Development*</u></li> <li>• <u>Density Bonus Permit</u></li> <li>• Development Plan Review</li> <li>• <u>Extended Hours Permit</u></li> <li>• Game Court Fence</li> <li>• <u>Game Court Location</u></li> <li>• In-Lieu Parking</li> <li>• Large Family Daycare Permit*</li> <li>• Lot Line Adjustment</li> <li>• <u>Maps: Tentative and Parcel</u></li> <li>• Minor Accommodation</li> <li>• Open Air Dining</li> <li>• Overnight Stay Permit</li> <li>• Planned Development Review</li> <li>• Reasonable Accommodation*</li> <li>• Resolution of Public Convenience and Necessity*</li> <li>• R1: Hillside, Central and Trousdale</li> <li>• R4 Permit</li> <li>• Second Unit Use Permit</li> <li>• <u>Specific Plan</u></li> <li>• Tree Removal Permit*</li> <li>• <u>Variance</u></li> <li>• View Restoration*</li> </ul> <p><u>Underlined Applications are reviewed at the Commission/Council level only</u></p> <p>*Special noticing requirements apply, See 10-3-253(B)</p>	Director Level	Yes	No	<p>Hillside &amp; Trousdale: 300 ft. radius</p> <p>Central Area: 100 ft. radius + block-face</p>
	Commission/Council Level	Yes	<p>Amendments (General Plan, Streets Master Plan, Specific Plan, Zone Text, Zoning Code)</p> <p>Conditional Maps (Tentative, and Parcel)</p> <p>Specific Plan</p> <p>Use Permit</p> <p>Variance</p>	<p>Hillside &amp; Trousdale: 500 ft. radius</p> <p>Central Area: 300 ft. radius + block-face</p>

## Special Noticing Requirements

Development Application	Public Notice Posting Requirements
The following applications have unique noticing requirements:	
Common Interest Development	<p>With regard to all forms of common interest development conversions, the property owner shall be responsible to give each tenant and each prospective tenant all applicable notices as required by the Beverly Hills municipal code and state law.</p> <p>a) Notice Of Intent: A notice of intent to convert shall be delivered by the subdivider to each tenant at least sixty (60) days prior to submitting an application for the tentative map in accordance with California Government Code section 66427.1(a) or any successor statute. The written notices to tenants required by this section shall be deemed satisfied if such notices comply with the legal requirements for service by mail. For the purposes of this article, the "legal requirements for service by mail" shall mean the requirements set forth in California Code of Civil Procedure sections 1012 and 1013a, or any successor statutes. The form of the notice shall be in the form outlined in Government Code section 66452.9 and shall inform the tenants of all rights provided under the Beverly Hills municipal code and state law.</p> <p>b) Notice Of Public Report: In accordance with the provisions of California Government Code section 66427.1(a) or any successor statute, the subdivider shall provide each tenant ten (10) days' advance written notice that an application for a public report will be or has been submitted to the state department of real estate, and that said report will be available for review in the department of community development once the report is released by the department of real estate. The written notices to tenants required by this section shall be deemed satisfied if such notices comply with the legal requirements for service by mail.</p> <p>c) Notice Of Final Map Approval: In accordance with the provisions of California Government Code section 66427.1(b) or any successor statute, the subdivider shall provide each tenant written notification within ten (10) days of approval of a final map for the proposed conversion. The written notices to tenants required by this section shall be deemed satisfied if such notices comply with the legal requirements for service by mail.</p> <p>d) Additional Notice To Terminate Tenancy: In accordance with the provisions of California Government Code section 66427.1(c) or any successor statute, the subdivider shall provide to each tenant written notice of the intent to convert at least one hundred eighty (180) days prior to the termination of tenancy due to the proposed conversion. The written notices to tenants required by this section shall be deemed satisfied if such notices comply with the legal requirements for service by mail.</p> <p>e) Notice Of Public Hearing On Tentative Map: In addition to any other notice required by law, at least ten (10) days prior to the public hearing before the planning commission on the tentative map, the subdivider shall provide each tenant written notice of the public hearing. Said notice shall be in the form prescribed by the director of community development or his or her designee and shall contain, as a minimum, the following information:</p> <ul style="list-style-type: none"> <li>I An estimate as to the length of time before the conversion, if approved, would result in the tenant's eviction;</li> <li>II An explanation of the tenant's rights and benefits if the conversion is</li> </ul>

<b>Development Application</b>	<b>Public Notice Posting Requirements</b>
	<p>approved; and</p> <p>III The grounds upon which the planning commission can deny the request for conversion.</p> <p>f) Affidavit Required: In connection with an application for a tentative map to convert an existing multi-family residential apartment building or a common interest development previously created prior to January 1, 2006, to a common interest development, the subdivider shall submit an affidavit in a form prescribed by the director of community development attesting to compliance with the noticing requirements prescribed by subsection A of this section. Said affidavit shall be signed by the subdivider under penalty of perjury and shall include copies of the proof of service on each tenant in the building to be converted.</p>
Certificate of Appropriateness: Designated Landmark and Contributing Properties	The time, place, and purpose of the public hearing on the proposed certificate of appropriateness shall be given by mailing written notice to the owner or owner's representative at least ten (10) days prior to the date of the hearing. Notice to the owner or the owner's representative shall be sent via certified mail, return receipt requested.
Large Family Daycare Permit	Not less than ten (10) days prior to the date on which the director shall review the application, notice of the application shall be mailed, by United States mail, postage prepaid, to all owners shown on the last equalized assessment roll as owning real property within one hundred feet (100') of the exterior boundaries of the subject site area.
Reasonable Accommodation	A At least ten (10) calendar days before issuing a written determination on the application, the director shall mail notice to the applicant and adjacent property owners that the city will be considering the application, advising of the standards for issuing an accommodation, and inviting written comments on the requested accommodation. Written notice of a hearing to consider the application shall be mailed ten (10) calendar days prior to the meeting to the applicant and adjacent property owners.
Resolution of Public Convenience or Necessity	Notice of a public hearing shall be mailed to property owners and occupants within three hundred feet (300') of the premises for which a determination is requested. At least ten days prior to the public hearing a written notice shall be published in the newspaper.
Tree Removal Permit	Notice of any hearing on such a permit before the planning commission shall be mailed to any adjacent property owners whose property rights may be substantially affected by the approval of the requested permit.

<b>Development Application</b>	<b>Public Notice Posting Requirements</b>
View Restoration	<p>a) Public Hearing Notice  Notice of any hearing held pursuant to this section shall be mailed at least thirty (30) days prior to such hearing by United States mail, postage paid, to the applicant and to all owners who are identified as foliage owners in the view restoration permit application, as shown on the latest equalized assessment roll, as well as residential occupants of the foliage owners' properties.</p> <p>b) Notice of Decision  Notice Of Decision: Within five (5) days after the issuance of a decision by the reviewing authority, the director of community development shall cause a copy of the decision to be mailed through the United States mail, postage prepaid, to each of the following persons:</p> <ol style="list-style-type: none"> <li>I. The view owner, using the mailing address set forth in the application;</li> <li>II. Each foliage owner that is named on the application, as listed on a current tax assessor's roll and to the occupant of the foliage owner's property if the foliage owner's address is different than the property on which the foliage is located.</li> </ol> <p>The failure of the person addressed to receive a copy of the decision shall not affect the validity or effectiveness of any decision.</p>
Landmark and Historic District Designation	<p>Written notice of the date, time, place, and purpose of a public hearing to formally consider an application shall be given by first class, prepaid mail not less than ten (10) days prior to said hearing to the applicant and all owner(s) of the property proposed for nomination. A public hearing notice regarding designation of a historic district shall be provided to all owners within the proposed district. Failure to send notice by mail to any such owners where the address of such owner is not a matter of public record shall not invalidate any proceedings in connection with the proposed designation. When the owner(s) petition the city for designation, it is the petitioner's obligation to furnish to the director a current list of names and legal mailing addresses of all owners to be notified, and to pay such fee to cover the costs of providing notification as shall be established by resolution of the city council. When the proposed designation is by city initiative, the community development department shall be responsible for preparing the notification list. The commission may also direct that other notice be provided as it deems appropriate.</p>