



*Building A Better Community*



Bel Air-Beverly Crest Neighborhood Council  
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The following information is necessary for appearing before the BABCNC PLU committee in order to make a determination regarding your project. In the past, too many projects have come before this committee not prepared. That is partially an error of the project presenter not knowing what questions may be asked of them and partially an error in assuming that all projects are aware of what they may need to make a presentation.

This Check List should answer many of those questions.

The Applicant/Project Representative should provide an electronic copy (pdf format) of all plans & documents for the project to the PLU Chair or Administrator a minimum of seven (7) business days prior to the PLU meeting.

- Sewer access and other utility access, if required (electric, gas, telephone, etc.). Fire Hydrant access and distance from hydrant to proposed project. Does your project require easements? If so, please advise the neighbor(s) of your intentions (easements in the past have divulged controversy).
- A copy of all documents filed or filled out with the Zoning Administrator and/or the Mulholland Design Review Board.
- Is there an HCR (Hillside Construction Regulation) Overlay Zone in your area? If you do not know, please find out.
- Are there any other issues or restrictions about your project in regard to your entitlement request?
- Include (6) copies on 11x17 (min. size) of the Site Plan, Floor Plans, Sections and Elevations as related to entitlement requests for the PLU meeting.
- Project information - Zoning Information, Allowable RFA per slope analysis, Square footage of project (new or addition to existing), Number of required parking spaces & location, Building Height (as measured per code requirement) & Setbacks (Front, Rear & Side yards).
- Be prepared to show your stamped land survey.
- Include all grading amounts (exempt & non exempt) and include Haul Route information, if included in request. Describe any remedial grading for the proposed project.
- Include a validation of parking & staging plan (must be a scaled drawing) and a Rough Construction Schedule.

- Are you using abutting property for project staging or parking? Do you already have their permission? If so, please include owner's approval for your requested use. Include a signature page on any abutting properties in agreement with proposed projects (from Master Land Use Form). If access to your proposed project is accessed thru private property, provide the property owners approval as applicable.
- Describe street width and provide hillside referral form to verify Continuous Paved Roadway (CPR). Describe street status – standard, sub-standard, withdrawn, no improvement, etc. Are there any required road improvements? If so include preliminary "B" Permit drawings showing extent of the improvement as applicable.
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- A copy of all documents filed or filled out with the Zoning Administrator and/or the Mulholland Design Review Board.
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- Are there any other issues or restrictions about your project in regard to your entitlement request(s)?

**ZONE VARIANCE FINDINGS FOR APPROVAL: There are (5) findings per city planning for your entitlement request as applicable.**

1. Explain why the strict application of the zone code would result in practical difficulties or unnecessary hardships inconsistent with the general purposes and intent of the zoning regulations.
2. Describe the special circumstances applicable to the subject property such as size, shape, topography, location or surroundings that do not apply generally to other property in the same zone and vicinity.
3. Explain why the variance is necessary for the preservation and enjoyment of a substantial property right or use generally possessed by other property in the same zone and vicinity but which, because of the special circumstances and practical difficulties or unnecessary hardships is denied to the property in question.
4. Explain why the granting of the variance would not be materially detrimental to the public welfare, or injurious to the property or improvements in the same zone or vicinity in which the subject property is located.
5. Explain why the granting the variance would not adversely affect any element of the General Plan.

**ADDITIONAL INFORMATION: The applicant should be aware of the following:**

1. A variance may not be used to grant a special privilege or to permit a use or activity substantially inconsistent with the limitations upon other properties in the same zone and vicinity.
2. Zone Variances are discretionary acts, meaning the Zoning Administrator is not compelled to approve them; they must deny the request if all of the findings cannot be made.
3. The Zoning Administrator may deny the request if the conditions creating the need for the variance were self-imposed.

4. Among other sections of the Zone Code, a Zone Variance cannot be used to permit deviations from Section 12.03 “Definitions” or Section 12.22 “Exceptions”.

5. A Zone Variance should not be requested if another established procedure is designed to grant the use or privilege. For example:

a. Height and density adjustments under 20% should be filed as a Zoning Administrator’s Adjustment (Section 12.28).

b. Pawn shops in the C2 zone should be filed as a Conditional Use Permit (Section 12.24 W.33).

c. Fences over 3 ½ feet high but not taller than 6 feet in the front yards of A and R zoned properties should be filed as a Zoning Administrator’s Determination (Section 12.24 X.7).