



**BEL-AIR ARCHITECTURAL SUPERVISING COMMITTEE
APPLICATION LETTER**

This part to be completed by Staff

Tract No.: _____
Received By: _____
Date Submitted: _____

Amount Paid: \$ _____
Application No: _____
Preliminary or Final Review: _____

Project Information

PROPERTY OWNER: _____ **PROJECT ADDRESS:** _____

ADDRESS: _____ ZIP CODE: _____ PHONE: _____

EMAIL: _____

CONTACT PERSON/REPRESENTATIVE: _____

ADDRESS: _____ ZIP CODE: _____ PHONE: _____

EMAIL: _____

CONTRACTOR: _____

ADDRESS: _____ ZIP CODE: _____ PHONE: _____

EMAIL: _____

ENGINEER: _____

ADDRESS: _____ ZIP CODE: _____ PHONE: _____

EMAIL: _____

ARCHITECT: _____

ADDRESS: _____ ZIP CODE: _____ PHONE: _____

EMAIL: _____

PROJECT DESCRIPTION: _____

Proposed **Square Footage**, including basement: _____

Does this project require any **Discretionary Entitlements**? i.e. Haul Route, ZAA, ZAV, Site Plan Review? If so, which entitlements will be requested? **YES / NO** _____

Anticipated **Construction Start & Completion** Date: _____ Total Amount of **IMPORT/EXPORT** of earth: _____

Number & type of **PROTECTED TREES**: _____

I certify that I am the owner of, or authorized agent for the subject property and that I have reviewed the subject application, and have authority to make decisions that involve this property.

Property Owner or Authorized Representative's Name (Print)

Signature & Date



BEL-AIR ARCHITECTURAL SUPERVISING COMMITTEE

APPLICATION INSTRUCTIONS

TO APPLY FOR APPROVAL:

Submit the following, by appointment, at least one week prior to the next scheduled committee meeting. Plans received late will be carried over to the next month's meeting. Photographs and renderings are recommended.

Requirements:

1. Completed Application Form.
2. Copy of Deed Restrictions, including CC&Rs for the project site.
3. One 36"x24" Set of Plans
4. Three sets of 11"x17" Plans.
5. Required Fees

Applicant may submit Preliminary Review plans with fee for a preliminary consultation; however, preliminary fees paid will not be applied to final fee.

The Preliminary Review and Final Review plans should show, but not be limited to the following:

PRELIMINARY CONSULTATION REQUIREMENTS:

1. Legal description of building site – i.e. Lot, Block and Tract number and metes & bounds.
2. Street address of site.
3. Address and phone number of present owner and/or applicant.
4. Office address and phone number of architect or designer.
5. Plot plan of site with surveyeded elevations at four corners of contour survey.
6. Outline of proposed building on plot plan with dimensioned setbacks at the front, rear and side yards related to property lines. Structure shall be located on lot by dimension. Throughout the plans, clearly distinguish between what is new and what is existing, and what is to be demolished.
7. Total square footage of existing & proposed structure, including garage and basement
8. Open porches and patios/decks with square footage.

FINAL REVIEW REQUIREMENTS:

In addition to all information required for Preliminary Reviews (items 1-8), submit the following.

9. Floor, foundation and roof plans. Show all projections beyond building lines, i.e., eaves, balconies, overhangs. On plans for second story additions, include front elevations of existing structure. Name rooms throughout plans.
10. Elevations: Show appearance on all four sides and indicate materials to be used. Show height of all parts of the structure as related to "0" elevations at the sidewalk or elevations of lot frontage. Show height of any walls or fences.
11. A copy of a Topography Survey with two-foot contour lines, showing the existing condition, and site with proposed project. Prepared by a licensed surveyor which is stamped and signed.