



Frequently Asked Questions for Record Research

Can I obtain a copy of Public Right-of-Way Improvement Plans and Survey Records?

Yes, in order to do that you must fill out a Record Research Form. You can download the form online at the following link:

<http://www.beverlyhills.org/citygovernment/departments/publicworkstransportation/civilengineering/requestforpublicworksrecordsresearch/>. You can also obtain this form at the Permit Center at City Hall or pay online on the Online Business Center (OBC): <http://apps.beverlyhills.org/obc>.

Is there a fee to obtain these plans and records?

Yes, there will be a fee based on the time spent to complete your request. A description of the fees charged is explained on the request form.

What type of plans and records does the City provide?

Public Right-of-Way improvement plans of city-owned infrastructure (sewer, mainline & laterals, storm drain, streets, street lights, traffic signal striping and water plans). Also, you can obtain records of center line ties and bench marks online at: <http://gis.beverlyhills.org/UNITEGIS/>.

What type of payment is accepted by the City?

Payments can be in the form of cash, check or credit card and online.

Where should I submit the Record Research Form and payment?

The form should be submitted at the City Hall Permit Center located at 455 N. Rexford Drive, Beverly Hills, CA 90210. Payments should be paid at the Cashier's counter, also located in City Hall or online on the OBC: <http://apps.beverlyhills.org/obc>.

What is the turnaround time?

Turnaround time is between 5-10 business days maximum and may depend on the nature and extent of your request.

How much does a public right of way/street use permit cost?

For the current fiscal year fee schedule, please refer to the following link to download the current Taxes, Fees & Charges:

<http://www.beverlyhills.org/citygovernment/departments/administrativeservices/finance/taxesfeescharges/>