



ENT No.: _____

CITY OF SANTA MONICA – CITY PLANNING DIVISION
ADMINISTRATIVE PERMIT APPLICATION

Applications are submitted online through a [virtual appointment system](#).

If you have questions about completing this application, please email City Planning at 311@santamonica.gov.

PROJECT ADDRESS: _____

PROJECT DESCRIPTION:

By applying for a permit, I understand and agree that contact information, including but not limited to, email addresses and telephone numbers, will become part of a disclosable public record pursuant to the California Public Records Act and that the City may elect not to redact contact information contained in this application prior to disclosing a copy of this application to the public. I further agree that I do not object to the City's disclosure of contact information contained in this application in response to public records requests.

APPLICANT (Note: All correspondences will be sent to the contact person)

Name: _____

Address: _____ City/State: _____ Zip: _____

Phone: _____ Email: _____

CONTACT PERSON (if different)

Name: _____

Address: _____ City/State: _____ Zip: _____

Phone: _____ Email: _____

Relation to Applicant: _____

PROPERTY OWNER

Name: _____

Address: _____ City/State: _____ Zip: _____

Phone: _____ Email: _____

PLANNING ENTITLEMENTS REQUESTED:

☐ Administrative Approval

☐ Alcohol Determination (Page 6 Only)

☐ Temporary Use Permit (Page 7 Only)

☐ Reasonable Accommodations

☐ Minor Modification

☐ Zoning Conformance Review

I hereby certify that I am the owner of the subject property and that I have reviewed the subject application and declare, under penalty of making a false declaration, that to the best of my knowledge and belief, the information provided within this application is true, correct, complete, and made in good faith. I authorize the applicant or contact person to make decisions that may affect my property as it pertains to this application.

Property Owner's Name (PRINT)

Property Owner's Signature / Date

GENERAL INFORMATION

PROJECT INFORMATION

Total Floor Area (SF): _____ No. of Stories / Height: _____

Commercial Floor Area (SF): _____ Parcel Area: _____

Residential Floor Area (SF): _____ No. of Parking Spaces: Res: _____ Com: _____

Floor Area Ratio (FAR): _____ No. of "Protected Units" per SB 330 / 8: _____

Unit Count:

	Studios	1 Bedrooms	2 Bedrooms	3 Bedrooms	4 Bedrooms
# of Existing Units					
# of Proposed Units					

Affordable Housing Production Program Acknowledgement

In accordance with [SMMC 9.64](#), all multi-unit projects involving the construction of two or more market rate units shall comply with the affordable housing obligations as set forth in [SMMC 9.64.040](#). From the options listed below, please indicate how the Project will comply with the provisions of [SMMC 9.64.040](#) (check all that apply):

☐ On-Site Option ([SMMC 9.64.050](#))

☐ Affordable Housing Fee ([SMMC 9.64.070](#))

☐ Off-Site Option ([SMMC 9.64.060](#))

☐ Land Acquisition ([SMMC 9.64.080](#))

On-site affordable units and affordability level

	Very Low	Low	Moderate	Total
# Studios				
# 1 Bedrooms				
# 2 Bedrooms				
# 3 Bedrooms				

Off-site affordable units and affordability level

	Very Low	Low	Moderate	Total
# Studios				
# 1 bedrooms				
# 2 bedrooms				
# 3 bedrooms				

Proposed Location: _____

Off-Site Option

Pursuant to [SMMC 9.64.060\(D\) & \(H\)](#) the following documentation is required for providing affordable housing units off-site (receiver site). Off-site units may not be located within the "Affordable Housing Prohibition Area" as depicted in [SMMC 9.64.060\(A\)](#)

- ☐ D. The multiple-unit project applicant shall identify an alternate site suitable for residential housing which the project applicant either owns or has site control over (e.g., purchase agreement, option to purchase, lease) subject to City review to ensure that the proposed development is consistent with the City's housing objectives and projects.
- ☐ H. The off-site affordable units shall be owned in whole or part and operated by a nonprofit affordable housing provider for the life of the project, and the Final Construction Permit Sign Off or Certificate of Occupancy for the off-site affordable units shall be issued prior to or concurrently with the market-rate housing project.

Density Bonus

- ☐ Pursuant to [SMMC 9.22](#) projects providing affordable housing may be eligible for a density bonus and additional incentives, concessions, waivers, and/or reductions of development standards. Describe your density bonus request below; provide additional sheets if necessary to show calculations or explain requested incentives, concessions, waivers and/or reductions.

Affordable units proposed on-site _____ % Base Density _____ units/SF
 See [SMMC 9.22.050\(C\)\(2\)](#) for non-residential parcels
 Density bonus qualified for _____ %
 Density bonus proposed _____ %

- ☐ Pursuant to [SMMC 9.22.050\(C\) & \(D\)](#), applicant shall provide a base density study and a density bonus calculation for the proposed Project.
- ☐ Describe requested incentives and concessions below; if not listed in [SMMC 9.22.060\(B\) or \(C\)](#), applicant is required to provide reasonable documentation to establish eligibility for the requested incentives and concessions, as described in [SMMC 9.22.080\(A\)\(3\)](#).

1.
2.
3.
4.
5.

- ☐ Describe requested waivers or reductions of development standards below. Pursuant to [SMMC 9.22.080\(A\)\(4\)](#) applicant is required to provide reasonable documentation to establish eligibility for the requested waiver or reduction of development standards.

1.
2.
3.
4.
5.

SUBMITTAL MATERIALS

Project Submittal

- ☐ All materials must be submitted digitally. Prepare one PDF file with the **SIGNED** application and all supplemental materials and a second PDF file of the Project Plans. Resolution should allow legible printing at 11" x 17".

Air Quality Assessment

- ☐ Applicants of new residential development within the Air Quality Assessment Zone shall be required to include design features necessary to reduce resident exposure to diesel particulate matter (DPM). Applicants shall be responsible for the preparation of a brief technical memorandum that describes the effectiveness of the selected measures in reducing DPM emissions below SCAQMD cancer risk thresholds of 10 cancer cases per million (1.0×10^{-5}).

Application Fees

- ☐ The payment of an application fee is required at time of submittal. Contact City Planning at 311@santamonica.gov for applicable fees.

Digital Project Plans

- ☐ Plans for Planning Permits must include:
- Detailed project description and vicinity map.
 - Existing site plan showing all existing improvements and structures.
 - Site plan showing compliance with development standards, applicable setbacks etc.
 - Fully dimensioned floor plans indicating square feet and interior layout. Please show floor area calculations. In the case of remodeling, existing and proposed dimensioned floor plans, as well as a demolition plan, are required.
 - Dimensioned exterior elevations of the proposed Project and adjacent existing buildings. Exterior elevations must show the height of each building dimensioned from Average Natural Grade (ANG), Segmented Average Natural Grade (SANG), or Theoretical Grade (TG), as applicable. Height calculation methodology must be shown as described in [SMMC 9.04.050](#), Measuring Height. Elevation measurements, accompanied by a survey of existing site conditions, must be certified by a licensed surveyor or engineer. In the case of additions to existing buildings, all exterior elevations of both the addition and the existing building are required.
 - Cross-section and longitudinal sections calling out building heights, height projections, and all building levels in relation to ANG, ANG, or TG.
 - Show size and location of any exterior mechanical equipment on both site plan and elevations. Indicate existing buildings on adjacent parcels and their zoning and use (commercial, residential, etc.)
 - Other such information, drawings, plans, and renderings that may be helpful.

Rent Control Status Form

- ☐ Contact Rent Control: rentcontrol@santamonica.gov.

Replacement Unit Determination Form

- ☐ Pursuant to the Housing Crisis Act of 2019 (SB8/SB330), housing development projects on sites that have demolished dwelling units in the last 5 years or proposing the demolition of dwelling units must complete and provide a supplemental Replacement Unit Determination Form.

Demolition Permit Acknowledgement (For Structures 40 Years or Older)

Pursuant to [SMMC 9.25.040\(E\)](#) a demolition permit is required for demolition of any building or structure on the property (primary or accessory structure). For buildings or structures constructed more than 40 years ago no entitlement will be accepted until at least 75 days after a complete demolition permit application is accepted. A Landmark or Structure of Merit Designation Application may be filed during this 75-day review period, and the Landmarks Commission may subsequently designate the property (structure and/or parcel) as a Landmark, Landmark Parcel, or Structure of Merit in accordance with and based on findings established in SMMC [9.56](#) and [9.58](#).

- ☐ My property contains a structure (or structures) 40 years old or older and the proposed development of this property will require a demolition permit.
- ☐ My application for a demolition permit has been submitted and, no formal historic designation application has been filed during the 75-day review period.

****Application will not be accepted until this requirement is complete.****

Acknowledgement Regarding Use of Rental Units

- ☐ In accordance with Chapter 6.22 Residential Leasing Requirements:
- i. All leases shall be made only to a tenant who is a natural person or to tenants who are natural persons;
 - ii. All leases shall be made only to a tenant or tenants who, regardless of the term of occupancy, intend to make the rental unit the tenants' primary residence as defined by [SMMC 6.22.020\(C\)](#)
 - iii. All prospective tenants shall be offered a written lease which has a minimum term of one (1) year; and
 - iv. All units shall be leased as unfurnished units.

Transportation Demand Management

- ☐ A PDF copy of a draft [Transportation Demand Management \(TDM\) Plan](#), if applicable, in accordance with the requirements of [SMMC Section 9.53](#).

A draft TDM Plan is required if the Project meets the requirements of its respective project type:

- *Residential Projects: 16 or more residential units.*
- *Mixed-use Projects: 16 or more residential units with any associated nonresidential floor area or 7,500 sf or more of nonresidential floor area with any number of residential units.*



SUPPLEMENTAL APPLICATION FOR ALCOHOL APPLICATIONS

Project Address: _____

The following information must be provided:

- ☐ Proposed hours of operation (if alcohol sales hours are different, please provide both).
- ☐ Description of any previous approvals relating to food service and/or alcohol use at the site.
- ☐ Copy of any existing alcohol license(s) for the premises.
- ☐ Digital photographs of the interior and exterior of the establishment.
- ☐ A complete digital set of floor plans, drawn to scale, which show the following:
 - Number of restaurant seats
 - Number of bar seats
 - Number of customer waiting seats
 - Total number of seats
 - Square footage of customer seating and dining areas
 - Square footage of separate bar area
 - Square footage of kitchen, storage, restrooms, office and other support areas
 - Square footage and linear shelf space of alcohol display if liquor is proposed to be sold for off-site consumption
 - If entertainment is proposed, floor plans must show area devoted to such uses and the applicant should indicate hours of such use
 - Number and location of any televisions or video projectors
- ☐ Copy of proposed Alcohol Awareness Server Training Policies.
- ☐ Copy of proposed Designated Driver Program.
- ☐ Copy of security plan for the establishment approved by the Santa Monica Police.



SUPPLEMENTAL APPLICATION FOR TEMPORARY USE PERMITS

Project Address: _____

The following information must be provided, as applicable:

- ☐ A description of the type of use and improvements proposed.
- ☐ A description of existing on-site uses and neighboring uses.
- ☐ Details and a drawing of existing and proposed parking on-site, and a description of parking arrangements and traffic control to be provided. If the proposed event is utilizing existing on-site parking areas, valet parking with sufficient parking spaces to service the event will generally be required at an off-site location at no charge.
- ☐ The days and hours of the event, including any set up and clean up. If this is a recurring event, the future dates the event will occur.
- ☐ A description of any temporary structures and/or lighting.
- ☐ A description of any public address system and placement/orientation of loudspeakers, if any.
- ☐ Details on how solid waste and litter will be handled.
- ☐ A description of security arrangements.
- ☐ A description of any proposed alcohol service and/or sales and a copy of the ABC license authorizing alcohol service if alcohol is to be served at the event. If alcohol service is proposed, the applicant must provide on-site security through the Santa Monica Police Department. It is the applicant's responsibility to pay for any security services subject to this requirement.
- ☐ A description of sanitary facilities that will be provided.
- ☐ A description of any special signage proposed.
- ☐ An estimate of the attendance at the event.
- ☐ An indication of any temporary fencing to be provided.
- ☐ A description of how neighboring residents, businesses, and properties will be protected from any adverse effects that might result from the proposed use (such as, but not limited to, noise, parking, intrusion, litter, etc.).
- ☐ SMMC Section 9.44.050 requires that any approved Temporary Use Permit shall be posted at the subject property for a minimum period of 7 days from the date the decision is issued.

OAKS INITIATIVE DISCLOSURE FORM

***** Required for all Applications *****

Pursuant to City Charter Article XXII, The Taxpayer Protection Amendment of 2000, the applicant is required to disclose all of its trustees, directors, partners, officers, and those with more than a ten percent (10%) equity, participation or revenue interest in Applicant / Contractor.

Identify the names of the following individuals

Applicant / Contractor:

Trustees, directors, partners, officers of the Applicant / Contractor (attach additional sheets if necessary):

Those with more than a 10% equity, participation or revenue interest in Applicant / Contractor (attach additional sheets if necessary):