



ENT No.: _____

**CITY OF SANTA MONICA – CITY PLANNING DIVISION
DISCRETIONARY 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.

GENERAL INFORMATION**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: _____ Organization Name: _____

Address: _____ City/State: _____ Zip: _____

Phone: _____ Email: _____

CONTACT PERSON (If different from applicant)

Name: _____ Organization Name: _____

Address: _____ City/State: _____ Zip: _____

Phone: _____ Email: _____

Relation to Applicant: _____

PROPERTY OWNER

Name: _____ Organization Name: _____

Address: _____ City/State: _____ Zip: _____

Phone: _____ Email: _____

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

PROJECT INFORMATION**PLANNING ENTITLEMENTS REQUESTED** (check all that apply):

- | | | |
|--|--|---|
| ☐ Conditional Use Permit | ☐ Minor Use Permit | ☐ Major Modification |
| ☐ Development Review Permit | ☐ Development Agreement | ☐ Variance |
| ☐ Waiver | | |

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: _____

SUBMITTAL REQUIREMENTS

Neighborhood Notification

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.

Title Report

- ☐ One (1) copy of Title Report with up-to-date information on all easements on the subject property. Title reports can be obtained from any Escrow and/or Title Company.

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.

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. ****

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.

Color Photos

- ☐ Provide color digital photographs showing all relevant elevations of the project site and surrounding properties and uses. Photos shall be labeled with site address and description of photo content.

Project Rendering

- ☐ For new development projects, rendering of the street front elevation and adjacent properties, showing building design, colors and materials and mature (3-year-old) landscaping.

Sign Posting Requirement

- ☐ All applications for discretionary permits (and any accompanying applications) must include a photograph of the posted sign at the project site per the Sign Posting Requirements (attached).

Model

- ☐ Presentation of a model of the project to the Planning Commission (or City Council on appeal) is required for projects of 15,000 sq. ft. or more and recommended for all projects. The model may be either a physical representation or computer-generated model with a minimum of 3 views. The model shall include:
 - Massing of adjacent and proposed building
 - Relationship of proposed building to the street
 - Primary and secondary elements including fenestration, roof decks, balconies, etc.

Use Permits for Alcohol (only applicable for Alcohol related requests)

- ☐ Supplemental Application for Alcohol Permits

Tier 2 Community Benefits (if a Tier 2 project is proposed)

Applications for Tier 2 projects providing community benefits pursuant to SMMC Chapter 9.23 must also include the following:

- ☐ A separate sheet detailing the proposed community benefits in accordance with SMMC Chapter 9.23

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.*

Development Agreement (only applicable for Development Agreements)

- ☐ A proposed Development Agreement contract
- ☐ A detailed description why a Development Agreement is requested, other potential permit options, any unique circumstances, and potential community benefits.

Additional Information

All decisions on project applications are based upon the findings of fact that are required by the Santa Monica Municipal Code.

The effective date of the decision by the Zoning Administrator or Planning Commission is 14 calendar days after the date of action. Decisions of the Zoning Administrator are appealable to the Planning Commission. Decisions of the Planning Commission are appealable to the City Council.

An appeal of the Zoning Administrator or Planning Commission decision may be made within this period by completing an appeal form, available from the City Planning Division, referencing the specific project and stating the reasons for the appeal. Any interested person, Planning Commissioner, or City Council member may make an appeal. The appeal form must be accompanied by an appeal fee (email 311@santamonica.gov). An appeal will have the effect of staying all action on the matter until a decision is reached in a public hearing before the Planning Commission or City Council, whose decision will become final immediately.

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):

DISCRETIONARY PERMIT APPLICATION SUBMITTAL REQUIREMENTS

Santa Monica Sustainable City Program

(please read)

We live in a time in which increased population growth, high levels of consumption and the desire to feed growing economies have created escalating demands on our resources - natural, human and social - on a local, regional, and global scale. These demands negatively impact the natural environment, our communities and the quality of our lives. In the face of these challenges, people worldwide have developed a growing concern for the environment and a desire to live sustainably.

In 1994 the Santa Monica City Council took steps to address these pressures locally by adopting the Santa Monica Sustainable City Program. The Sustainable City Program was initially proposed in 1992 by the City's Task Force on the Environment to ensure that Santa Monica can continue to meet its current needs – environmental, economic and social - without compromising the ability of future generations to do the same. It is designed to help us as a community begin to think, plan and act more sustainably – to help us address the root causes of problems rather than the symptoms of those problems, and to provide criteria for evaluating the long-term rather than the short-term impacts of our decisions – in short, to help us think about the future when we are making decisions about the present.

The program includes goals and strategies, for the City government and all sectors of the community, to conserve and enhance our local resources, safeguard human health and the environment, maintain a healthy and diverse economy, and improve the livability and quality of life for all community members in Santa Monica. (A full copy of the Sustainable City Program is available upon request.)

Please review and familiarize yourself with the goals of the Santa Monica Sustainable City Program outlined below. Please take some time to consider how the proposed project and/or components of the project are consistent with or relate to the goals of the Santa Monica Sustainable City Program. After reading each topic and the corresponding goals, please acknowledge your understanding of the goals by providing your signature and providing a supplemental sheet that details how your project may be consistent with the goals.

RESOURCE CONSERVATION

Goals

Across all segments of the community:

1. Significantly decrease overall community consumption, specifically the consumption of non-local, non-renewable, non-recyclable and non-recycled materials, water, and energy and fuels. The City should take a leadership role in encouraging sustainable procurement, extended producer responsibility and should explore innovative strategies to become a zero waste city.
2. Within renewable limits, encourage the use of local, non-polluting, renewable and recycled resources (water, energy – wind, solar and geothermal – and material resources)

ENVIRONMENTAL AND PUBLIC HEALTH

Goals

1. Protect and enhance environmental health and public health by minimizing and where possible eliminating:
 - The use of hazardous or toxic materials, in particular POPs (persistent organic pollutants) and PBTs (persistent bioaccumulative & toxic chemicals), by residents, businesses and City operations;
 - The levels of pollutants entering the air, soil and water; and
 - The risks that environmental problems pose to human and ecological health.
2. Ensure that no one geographic or socioeconomic group in the City is being unfairly impacted by environmental pollution.
3. Increase consumption of fresh, locally produced, organic produce to promote public health and to minimize resource consumption and negative environmental impacts.

TRANSPORTATION

Goals

1. Create a multi-modal transportation system that minimizes and, where possible, eliminates pollution and motor vehicle congestion while ensuring safe mobility and access for all without compromising our ability to protect public health and safety.
2. Facilitate a reduction in automobile dependency in favor of affordable alternative, sustainable modes of travel.

ECONOMIC DEVELOPMENT

Goals

1. Nurture a diverse, stable, local economy that supports basic needs of all segments of the community.
2. Businesses, organizations and local government agencies within Santa Monica continue to increase the efficiency of their use of resources through the adoption of sustainable business practices. The City takes a leadership role by developing a plan by 2005 to increase the adoption of sustainable practices by Santa Monica businesses and encouraging sustainable businesses to locate in Santa Monica.

OPEN SPACE AND LAND USE

Goals

1. Develop and maintain a sufficient open space system so that it is diverse in uses and opportunities and includes natural function/wildlife habitat as well as passive and active recreation with an equitable distribution of parks, trees and pathways throughout the community.
2. Implement land use and transportation planning and policies to create compact, mixed-use projects, forming urban villages designed to maximize affordable housing and encourage walking, bicycling and the use of existing and future public transit systems.
3. Residents recognize that they share the local ecosystem with other living things that warrant respect and responsible stewardship.

HOUSING

Goal

1. Achieve and maintain a mix of affordable, livable and green housing types throughout the city for people of all socio-economic / cultural / household groups (including seniors, families, singles, and disabled).

COMMUNITY EDUCATION AND CIVIC PARTICIPATION

Goals

1. Community members of all ages participate actively and effectively in civic affairs and community improvement efforts.
2. Community members of all ages understand the basic principles of sustainability and use them to guide their decisions and actions - both personal and collective.

HUMAN DIGNITY

Goals

Santa Monica will be a community in which:

1. All its members are able to meet their basic needs and are empowered to enhance the quality of their lives; and
2. There is access among community members to housing, health services, education, economic opportunity, and cultural and recreational resources; and
3. There is respect for and appreciation of the value added to the community by differences among its members in race, religion, gender, age, economic status, sexual orientation, disabilities, immigration status and other special needs.

I acknowledge the goals and policies of the Santa Monica Sustainable City Program.

Property Owner's Name (PRINT)

Property Owner's Signature / Date

SIGN POSTING REQUIREMENTS

The property which is the subject of a Discretionary Permit (or related applications, if any) shall be posted with a sign prior to filing an application(s). When the application is filed, the applicant must submit two photographs of the sign to verify its posting. One photograph must clearly show the sign text. The second photograph must show the location of the sign on the property. At least eight weeks prior to the public hearing date, the applicant must submit another photograph to verify that the project case number and the public hearing date have been correctly posted on the sign. Failure to submit this photograph shall be cause for continuance of the hearing. The applicant shall also submit to the Zoning Administrator an affidavit verifying the date that this information was posted on the sign. The sign shall conform to the following requirements:

1. Size: Shall be twelve (12) square feet in sign area (generally three feet by four feet).
2. Height: Shall not exceed eight (8) feet from ground level.
3. Location: Not less than one (1) foot nor more than ten (10) feet inside the property line, in an area most visible to the public. Signs may be attached to a building at zero setback if none exists.
4. The sign shall not be illuminated.
5. Only one such sign may be displayed per street frontage unless otherwise permitted by the Director of Planning and Community Development.
6. The sign shall include only the following factual information (all applicable applications must be listed) :
 - a. Title: NOTICE OF PENDING [Application(s) – CONDITIONAL USE PERMIT, DEVELOPMENT REVIEW PERMIT, etc.]
 - b. Project case number: (e.g. 17ENT-0001).
 - c. Brief explanation of the request: (e.g. Proposed 23,000 SQUARE FOOT COMMERCIAL BUILDING or PROPOSED 30-UNIT APARTMENT BUILDING; Do not use descriptive words such as “luxurious”, “elegant”, etc.)
 - d. Name and telephone number of project proponent
 - e. Location of property
 - f. Date, time, and location of public hearing to be inserted when public hearing date has been set. The posting affidavit must be returned to the City Planning Division at least two weeks before scheduled hearing date. The date shall be inserted at least two weeks. If the hearing date is changed, the new hearing date must be marked on the sign. Dates shall also be changed for Planning Commission items appealed to the City Council. The applicant is responsible for proper posting of the site.
 - g. City Planning Division phone number (866) 311-7266
7. The lettering style shall be a standard typeface (Arial or similar). The lettering size shall be 2-inch capital letters for the title and project case number. All other letters shall be 1-inch in size and may be either capitals or upper and lower case. All letters shall be black upon a white background.
8. The sign shall remain in place until after the 14-day appeal period has passed following a final decision by the Zoning Administrator or Planning Commission. If an appeal is filed, the sign shall remain in place, with the new hearing date noted, until the final decision by the Planning Commission or City Council. The sign shall be removed within ten (10) days of either the end of the appeal period or the final decision of the Planning Commission or City Council, whichever applies.

I acknowledge these sign posting requirements and that failure to post the sign/required information and failure to conform to placement/graphic standards will result in delay in the required public hearing.

Property Owner's Name (PRINT)

Property Owner's Signature / Date

EXAMPLE OF REQUIRED SIGN POSTING

4'

3'

NOTICE OF PENDING

[Requested Application(s)]

(Conditional Use Permit, Development Review Permit, Variance, etc.)

Site Address: _____

Application(s) Number: _____

Proposed Project On This Site: _____

Applicant: _____

Address: _____

Phone Number: (____) _____ Email: _____

Hearing Date/Time: _____

Location of Hearing: City Council Chambers
1685 Main Street, Room 250

For more Information email the City Planning Division at: planning@santamonica.gov

Para informacion sobre este Permiso de Desarrollo favor de llamar (310) 458-2201
ext. 2431 o envíe un correo electrónico a ana.fernandez@santamonica.gov



SUPPLEMENTAL APPLICATION FOR ALCOHOL APPLICATIONS

Address: _____

The following information must be provided:

- ☐ 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.
- ☐ A map drawn to scale showing any schools, parks, residences, churches, and other alcohol outlets within a 500' radius of the site. The map should also be accompanied by a list of such uses.
- ☐ Photographs of the interior and exterior of the establishment mounted on 8 ½" x 11" sheets.
- ☐ A complete 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.



The requirements of a Plot Plan are as follows:

1. Sheet size: Not larger than 24" by 36", nor smaller than 11" by 17"
2. Scale: Use a scale at a size adequate to show all information clearly. Indicate scale on plan.
3. North arrow (use directions with north located at top of sheet, and using assumed north rather than true north)
4. Title block which includes:
 - a. Project address
 - b. Applicant name, address and telephone number
 - c. Architect/engineer/designer name, address and telephone number
 - d. Architect/engineer/designer's seal
 - e. Date of plan
 - f. Box for revision dates
 - g. Sheet number
5. Street trees in the City street right-of-way adjacent to the project site.
 - a. The plans shall indicate the precise location of all trees, the species, and trunk diameter measured at 4 ½ feet above finish grade and the canopy spread.
 - b. A Tree Protection Zone that encompasses the canopy plus an additional radius of 10 feet
6. Proposed staging area for all construction activities as taking place outside of the Tree Protection Zone
7. Location of pool fence enclosure and pool equipment (for pools only)
8. Show all existing and proposed parking areas
9. Property dimensions (length and width) and property lines indicated. Label all property lines with "PL" notation
10. Building footprint of all structures on property, proposed use and zoning district
11. Adjacent streets, alleys and sidewalks with right-of-way labeled and dimensioned, with centerline of alley and any alley dedication required by the City labeled, with sidewalk and pavement widths shown and with an indication of distance to nearest intersection and neighboring driveways.
12. Easements
13. Exterior mechanical equipment
14. Signs
15. Driveway curb cuts, aprons and approaches
16. Parkways
17. Fences and gates
18. Indicate with arrows the slope of roof and the drainage flow directions. Runoff will not be permitted to empty into alleys or sheet across sidewalks except for single-family residences. Show all drain lines, area cleans, catch basins, downspouts, sump pumps, etc.
19. Label and indicate with arrows the slope of landscaped and paved areas; show finished surface elevation at all critical points, property corners, area drains, driveways and building finished floor
20. All setback dimensions, front, rear, and sides measured from property lines, and any projections into required setbacks dimensioned
21. Lot coverage calculation
22. Footprint and uses of existing and proposed structures, parking areas, driveways, planters/landscaping, and zoning district of adjacent property, including driveways and aprons on opposite side of street or alley
23. Location and dimensions of trash/recycling area
24. Unexcavated side yards
25. Dimension of any fixed object or landscaping located within 5-feet of the intersection of driveway and property line
26. Indicate where existing curb cuts are to be removed
27. Locations and dimensions of all proposed and existing parking areas, spaces, aisles, driveways (including cross slope), garage doors, sidewalks, and loading spaces