



ENT No.: _____

CITY OF SANTA MONICA – CITY PLANNING DIVISION
SUBDIVISION 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 _____**DETAILED PROJECT DESCRIPTION**

(Attach additional sheets as necessary to fully describe the proposed project)

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

Proposed Uses: _____

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: _____

Proposed 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: _____

PLANNING APPLICATION – SUBMITTAL REQUIREMENTS**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. ****

PLANNING ENTITLEMENTS REQUESTED:

- | | | | |
|--------------------------|--------------------|--------------------------|----------------|
| ☐ | TM – Tentative Map | ☐ | Map is Vesting |
| ☐ | FM – Final Map | ☐ | Map is Vesting |

SUBDIVISION APPLICATION – SUBMITTAL REQUIREMENTS

- ☐ Do you or anyone listed on the Oaks Initiative Disclosure form own adjacent property? ☐ Yes ☐ No

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".

City Engineering Approval

- ☐ **For Tentative Maps ([SMMC 9.54.030](#) and [9.54.050](#)):**
Copy of the Subdivision Map approved as to form by the Santa Monica City Engineer. The Subdivision Map shall provide the information required pursuant to SMMC 9.54.030(B) as well as the footprint and use of the existing and proposed building(s), location of vehicular access to the proposed project, maximum allowable building height, number of proposed units, delineation of the airspace subdivision and a notation indicating compliance with the City's off-street parking requirements (SMMC Chapter 9.28).
- ☐ **For Final Maps ([SMMC Sections 9.54.040](#) and [9.54.060](#)):**
Certification memo from the Santa Monica City Engineer of Final Map conformance with the Tentative Map and the Final Map.

Rent Control Status Form (n/a for Final Map)

- ☐ Certification by the Rent Control Administration of the Rent Control status of the property is required. Applications submitted without this form will not be processed by the City Planning Division. Forms are available in the Rent Control offices, Room 202 in City Hall.

Site Photographs

- ☐ Digital photographs of the site including all sides of existing buildings.

Project Plans (n/a for Final Map)

- ☐ Digital plans. Resolution should allow legible printing at 11" x 17".

Displacement List Form (n/a for Final Map)

- ☐ A list of names and addresses of all persons who are tenants in existing buildings to be demolished or removed to make way for the condominium project. If the lot is vacant state that it is vacant.

CC&R's (n/a for Final Map)

- ☐ Editable digital copy (i.e., a Word Document) of the full CC&Rs are required along with a resume summarizing the CC&R's. (Sample outline attached)

Cultural Arts Requirement

In accordance with SMMC [Chapter 9.30](#) Private Developer Cultural Arts Requirement, all multi-family projects are required to integrate public art and cultural resources into the proposed project. From the options listed below, please indicate how the project will comply with the provisions of SMMC Chapter 9.30:

- ☐ Fee option ☐ On-site compliance ☐ Exempt from requirements

Child Care Linkage Program

In accordance with SMMC [Chapter 9.65](#) Child Care Linkage Program, all multi-family projects are required to pay a child care linkage fee or participate in the construction or establishment of child care facilities. From the options listed below, please indicate how the project will comply with the provisions of SMMC Chapter 9.65:

- ☐ Fee option ☐ Exempt from requirements

Transportation Impact Fee Program

In accordance with SMMC [Chapter 9.66](#) Transportation Impact Fee Program, all multi-family projects are required to pay a transportation impact fee. From the options listed below, please indicate how the project will comply with the provisions of SMMC Chapter 9.66:

☐ Fee option☐ Exempt from requirements**Parks and Recreation Developer Impact Fee Program**

In accordance with SMMC [Chapter 9.67](#) Parks and Recreation Developer Impact Fee Program, all multi-family projects are required to pay a parks and recreation developer impact fee. From the options listed below, please indicate how the project will comply with the provisions of SMMC Chapter 9.67:

☐ Fee option☐ Exempt from requirements**Application Fees**

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

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 Planning Commission is 10 calendar days after the date of action. Decisions of the Planning Commission are appealable to the City Council.

An appeal of the 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 for fees). An appeal will have the effect of staying all action on the matter until a decision is reached in a public hearing before the 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):

SUBDIVISION PERMIT APPLICATION SUBMITTAL REQUIREMENTS

DISPLACEMENT LIST

[illegible]

City of Santa Monica
Planning and Community Development Department
City Planning Division
(310) 458-8341

ADDRESS: _____

RESUME
CONDOMINIUM ARTICLES OF INCORPORATION
BY LAWS AND CC & R's
(a brief summary - not an index to the complete set)

Type of Organization: _____

Membership: _____

Membership Termination: _____

Voting Rights: _____

Management: _____

Project Life: _____

Effectivity Term of and Amendments to CC & R's: _____

Maintenance Provisions: _____

Units: _____

Common Areas: _____

Damage - Repair or abandonment provisions: _____

Description and ownership of condominium units: _____

Description, ownership and use of common areas: _____

Parking Space Assignment: _____

Restrictions:

- Owner's Financial/Legal Status: _____
- Use: _____
- Any Restrictions on Age of Occupants: _____
- Pets: _____

Prepared by: _____ Title: _____ Date: _____

SUBDIVISION PERMIT APPLICATION SUBMITTAL REQUIREMENTS



TO: Public
FROM: City Attorney's Office
RE: Levine Act Disclosure Form
DATE: January 25, 2024

The Levine Act (Government Code 84308) is a California law aimed at preventing “pay to play” practices by prohibiting parties, participants, and their agents in a proceeding involving a license, permit, or other entitlement from contributing more than \$250 to an officer of the City during a 12-month period. The prohibition applies to any 12-month period while the proceeding is pending and for 12 months following the date a final decision is rendered in the proceeding.

State law requires a party to a proceeding to disclose any contributions exceeding an aggregate \$250 that the party and their agents have made to an officer of the City within the preceding 12 months. The Disclosure Form is intended to assist City officials with recognizing when they have an obligation to disclose and recuse themselves, and to aid parties with their disclosure obligations.

1. To what sort of proceedings is the disclosure form applicable?

The Levine Act applies to all discretionary entitlements and contracts, with the exception of labor contracts, personal employment contracts, and contracts that must be awarded to the lowest responsive/responsible bidder. It does not apply to ministerial approvals. For instance, the Levine Act applies to the following:

- Building and development permits
- Conditional use permits
- Contracts generally (unless an exception applies):
 - Contracts for goods, services, professional services
 - Real property contracts for purchase, sale, lease
 - Contract amendments
 - Settlement agreements
 - Small contracts, including purchase orders, and zero dollar contracts (no de minimis exception)
- Public street abandonments
- Private development plans
- Professional license revocations
- Rezoning of specific real estate parcels
- Event permits
- Rulemaking procedures affecting a particular industry where only a small number of businesses are affected

- Special district formation proceedings involving the creation of a special use or benefit to the person in the district
- Tentative subdivision and parcel maps
- Zoning variances
- Vacation of a public easement across private property
- Pre-applications, such as for General Plan Amendment, considered by the legislative body prior to filing of formal application
- Contracts entered under the City Manager's Authority
- Closed session items that may result in a contract/settlement agreement approved by Council (real estate or litigation)

It does not apply to:

- Purely ministerial decisions
- General policy decisions or rules where the interests affected are many and diverse
- Ordinances and resolutions (except items like development agreements adopted by ordinance)
- Ballot measures
- Departmental policies
- Council rules
- Contracts awarded to the lowest responsive/responsible bidder (not applicable in Santa Monica)
- Labor contracts and project labor agreements
- Personal employment contracts
- Allocation of resources in the City budget

2. Who is required to disclose?

A **“party”** to a proceeding is any person who files an application for, or is the subject of, a proceeding. In general, a person or company who applies for a permit, license, or right to use property in a particular way, which requires the City's discretionary approval, will qualify as a party.

Parties are also required to disclose contributions by their agents. An **“agent”** is someone who (1) represents a party to a proceeding for compensation; and (2) appears before or otherwise communicates with the City for the purpose of influencing the pending proceeding. This can include law firms, architects, engineers, consultants, and similar entities. Both the individual and their employer or firm are considered “agents.”

A party should also disclose contributions of other entities majority owned by the party, as well as contributions of any other entity whose contributions it directs or controls.

3. What must be disclosed?

A party must disclose campaign contributions over \$250 made in the prior twelve months. A **“contribution”** is anything of value for which the party has not received full consideration, including money, nonmonetary items, payments made for advertising or

other expenses coordinated with a candidate or committee, loans, tickets to political fundraisers, etc.

4. Who is considered an officer of the City?

An “**officer**” is anyone who may make, participate in making, or attempt to influence a decision in the proceeding or who exercises authority over officers who may do so. This includes elected officials, members of appointed boards and commissions, the City Manager, and any individual who is a candidate for elected office or who has been a candidate in the twelve months prior to the decision. This definition is included on the Disclosure Form.

5. When should the disclosure occur?

The Disclosure Form must be completed (1) by a party to a contract with the City (or that party’s agent) at the time the party submits a response to a Request for Proposal or other competitive solicitation, enters into contract negotiations with the City, or executes a contract with the City, whichever is earliest; or (2) by a party to a license, permit, or other entitlement proceeding before the City at the time the party (or their agent) submits the license, permit, or entitlement application to the City. The party (or their agent) must submit a supplemental form if they make any new reportable contributions while the same contract, license, permit, or other entitlement is being considered. The party (or their agent) must also use the form if they need to correct any previously submitted form.

Parties are solely responsible for completing the form accurately, and could face penalties for failure to do so. The California Fair Political Practices Commission (FPPC) is the body who enforces violations of the Levine Act. If a party is uncertain about whether they are required to report or combine a contribution, they should consult with their attorney.

Nothing herein constitutes legal advice and individuals are urged to consult with their own attorney regarding the requirements of the law. To the extent there is any inconsistency, the language of the Levine Act and FPPC Regulations govern over this notice. Resources for officers, parties, participants, and agents, are available on the FPPC’s website at <https://www.fppc.ca.gov/learn/pay-to-play-limits-and-prohibitions.html>



CITY OF SANTA MONICA

CALIFORNIA LEVINE ACT DISCLOSURE

In 2022, California's SB1439 extended requirements under Government Code Section 84308, also known as the "Levine Act", to prohibit City "Officers" from participating in any action related to a contract, license, permit, or entitlement if such Officer received campaign contributions totaling more than \$250 within the previous twelve months, and for twelve months following the date of a final decision, from a party or participant to the proceeding, or their agent.

Section 84308(a)(4) of the Levine Act defines an "Officer" as follows: "Officer" means any elected or appointed officer of an agency, any alternate to an elected or appointed officer of an agency, and any candidate for elective office in an agency. The term "Officer" is further defined 2 Cal. Code Regs. Section 18438.1, which states:

An officer of an agency includes only those persons who make, participate in making, or in any way attempt to use their official position to influence a decision in the license, permit, or entitlement for use proceeding, or who exercise authority or budgetary control over the agency or officers who may do so, and:

- (1) Serve in an elected position, including an official appointed to an elected position due to an interim vacancy or an election otherwise canceled because the official was the sole candidate for the position;
- (2) Serve as a member of a board or commission;
- (3) Serve as the chief executive of a state agency, or county, city or district of any kind; or
- (4) Have decision making authority with respect to the proceeding involving a license, permit, or other entitlement for use and is also a candidate for elected office or has been a candidate for elective office in the 12 months prior to the proceeding.

A list of Santa Monica Elected Officials and members of boards and commissions can be found at the following links. The party making this certification is responsible for determining whether a recipient of a political contribution is a City Officer prior to completing this form.

<https://www.smgov.net/departments/council/>
<https://www.santamonica.gov/departments/rent-control>
<https://www.smgov.net/boards/>.

Have you, your company, or any agent on behalf of you or your company, made any political contributions of more than \$250 to any City Officer in the twelve months preceding the date of the submission of your application or proposal?

____ **YES** ____ **NO**

Name of Councilmember or City Officer: _____



Name of Contributor: _____

Date(s) of Contribution(s): _____

Amount(s) _____

Please specify below and/or add additional sheet(s) to identify additional Councilmembers or City Officers to whom you and/or your agents made campaign contributions.

Answering YES does not preclude the City of Santa Monica from awarding a contract, license, permit, or entitlement or taking any subsequent action related to the item. It does, however, preclude the identified City Officer from participating in any actions related to such item.

By signing below, you certify you also agree to disclose to the City any future contributions made to Councilmembers or other City Officers by you or your agent(s) after the date of signing this disclosure form, and within 12 months following the approval, renewal, or extension of the requested contract, license, permit, or entitlement.

I HEREBY CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT.

Signed: _____ Date: _____

Print Name: _____ Title: _____

Company: _____

Additional Disclosures:

Please note this form is a public record and subject to a California Public Records Act request.