



ENT No.: \_\_\_\_\_

## CITY OF SANTA MONICA – CITY PLANNING DIVISION

**Ministerial Small Lot Subdivisions**  
**Pursuant to Senate Bills 684 and 1123**  
**(Government Code Sections 65852.28 and 66499.41)**

Applications are submitted online through a [virtual appointment system](#).  
If you have any questions about completing this application, please contact City Planning at [311@santamonica.gov](mailto:311@santamonica.gov).

Site Address: \_\_\_\_\_ APN: \_\_\_\_\_

**Project Description:**

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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 correspondence will be sent to the contact person if different)

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.

Stanford del Mar, LLC  
By: Stephen Anderson, Manager  
Property Owner's Name (PRINT)

 10/28/2025  
Property Owner's Signature / Date

## SUBMITTAL REQUIREMENTS

**\*\*All application materials are required to be submitted in a PDF format\*\***

- ☐ **Completed Application**
- ☐ **Payment of Conformance Review Fee**
- ☐ **Eligibility Requirements** (See Page 3)
- ☐ **Project Information and Submittal Requirements, as applicable**
  1. For subdivisions within a zoning district permitting multiple-unit dwellings, see pages 4-5
  2. For subdivisions of a parcel zoned for single-unit dwellings, see pages 6-7
  3. For housing development projects on a parcel resulting from a subdivision pursuant to Options 1 or 2 and Government Code Section 66499.41, see pages 8-9
- ☐ **Rent Control Status Form** (Contact [rentcontrol@santamonica.gov](mailto:rentcontrol@santamonica.gov))

### PROJECT TYPE

Please indicate which project type is being proposed:

- ☐ **Option 1:** Subdivision of a parcel within a zoning district permitting multiple-unit dwellings
- ☐ **Option 2:** Subdivision of a parcel zoned for single-unit dwellings
- ☐ **Option 3:** A housing development project on a parcel resulting from a subdivision pursuant either option 1 or 2 above. *(Option 3 may be submitted concurrently with or subsequently to Options 1 or 2)*

Pursuant to Government Code Section 66499.41(a)(4), please indicate as to which option the housing units on a parcel proposed to be subdivided will be provided:

- ☐ Constructed on fee simple ownership lots
- ☐ Part of a common interest development
- ☐ Part of a housing cooperative, as defined in Section 817 of the Civil Code
- ☐ Constructed on land owned by a community land trust
- ☐ Part of a Tenancy in Common, as described in Section 685 of the Civil Code

### **Acknowledgments**

<b>Demolition.</b> For structures 40 years or older, a demolition permit application has been filed with the City pursuant to <a href="#">SMMC Section 9.25.040(F)</a> and no historic designation application has been filed during the 75-day waiting period. <i>Please note, application will not be accepted until this requirement is complete.</i>	_____ (Initials)
<b>Affordable Housing Production Program.</b> Pursuant to Government Code Section 66499.41(a)(7), please acknowledge that the housing development project on a parcel proposed to be subdivided shall comply with <a href="#">SMMC Chapter 9.64</a> , Affordable Housing Production Program.	_____ (Initials)
<b>Sale, Leasing, or Financing Acknowledgment.</b> Pursuant to Government Code Section 66499.41(e), please acknowledge that no person shall sell, lease, or finance any parcel or parcel of real property resulting from a subdivision pursuant to 66499.41 separately from any other such parcel or parcels, unless each parcel that is sold, leased, or financed meets one of the following criteria: <ol style="list-style-type: none"> <li>i. The parcel contains a residential structure completed in compliance with all applicable provisions of the California Building Standards Code that includes at least one dwelling unit.</li> <li>ii. The parcel already contains an existing legally permitted residential structure.</li> <li>iii. The parcel is reserved for internal circulation, open space, or common area.</li> <li>iv. The parcel is the only remaining parcel within the subdivision that is not developed with a residential structure that was completed in compliance with all applicable provisions of the California Building Standards Code.</li> </ol>	_____ (Initials)

## ELIGIBILITY REQUIREMENTS

*Pursuant to Government Code Sections 65852.28 and 66499.41, please acknowledge conformance with the following eligibility requirements. Please note that the proposed project must conform to ALL of the following statements to be eligible.*

### PROJECT INFORMATION

Eligibility	Conformance
The subject parcel is located on a legal parcel within an incorporated city, the boundaries of which include some portion of an urbanized area. "Urbanized area" means an urbanized area designated by the United States Census Bureau, as published in the Federal Register, Volume 77, Number 59, on March 27, 2012.	<input type="checkbox"/>
The subject parcel is substantially surrounded by qualified urban uses as defined by Section 21072 of the Public Resources Code. "Substantially surrounded" shall have the same meaning as defined in paragraph (2) of subdivision (a) of Section 21159.25 of the Public Resources Code.	<input type="checkbox"/>
The subject parcel was not established pursuant to Government Code Section 66411.7 or <a href="#">SMMC Section 9.31.125</a> .	<input type="checkbox"/>
<p>The subject parcel is <u>NOT</u> located on a site that is any of the following:</p> <ul style="list-style-type: none"> <li>• Prime farmland, farmland of statewide importance, or land zoned or designated for agricultural protection or preservation by a locally approved ballot measure;</li> <li>• Wetlands;</li> <li>• Within a very high fire hazard severity zone or within a high or very high fire hazard severity zone pursuant to the Department of Forestry and Fire Protection;</li> <li>• Land identified for conservation;</li> <li>• Habitat for protected species; or</li> <li>• Land under conservation easement.</li> </ul>	<input type="checkbox"/>
<p>The parcel is <u>NOT</u> located on a site that is any of the following, unless the development satisfies the requirements pursuant to Government Code Section 66499.41:</p> <ul style="list-style-type: none"> <li>• Hazardous waste site;</li> <li>• Within a delineated earthquake fault zone; <i>(if located within a designated fault zone, a site-specific Fault Study shall be required pursuant to California Geological Survey Special Publications 42 to demonstrate that the development complies with applicable seismic protection building code standards)</i></li> <li>• Within a 100-year floodplain; or</li> <li>• Within a regulatory floodway.</li> </ul>	<input type="checkbox"/>
<p>The proposed project does <u>NOT</u> include demolition or alternation of any of the following types of housing:</p> <ul style="list-style-type: none"> <li>• Housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income.</li> <li>• Rent-controlled housing or housing subject to any form of price control, including, but not limited to, units subject to the California statewide rent control law and Article XVIII of the Santa Monica Charter, the City's rent control law;</li> <li>• Housing occupied by tenants within the five years preceding the date of this application, including housing that has been demolished or that tenants have vacated prior to the submission of an application for a development permit; or</li> <li>• Housing that has been withdrawn pursuant to the Ellis Act [Chapter 12.75 (commencing with Section 7060) of Division 7 of Title 1] within 15 years before the date of application submittal.</li> </ul>	<input type="checkbox"/>

## Option 1: Subdivision Within a Zoning District Permitting Multiple-Unit Dwellings

### Project Eligibility

Pursuant to California Government Code Sections 65852.28 and 6499.41, please acknowledge conformance with the following standards and requirements. Please note that the proposed project must conform to ALL of the following statements to be eligible.

Eligibility	Conformance
The subject parcel is located within a zoning district where multiple-unit dwellings are permitted, which includes the following zoning districts: Multi-Unit Residential (R2, R3, R4), Ocean Park Neighborhood (OPD, OP2, OP3, OP4), Downtown Districts (LT, NV, BC, TA, OT, WT), and Mixed-Use and Commercial Districts (MUBL, MUB, GC, NC), Bergamot Districts (BTV, MUC, CAC, CCS), Employment Districts (IC, OC, HMU), and Oceanfront District (OF).	<input type="checkbox"/>
The subject parcel is no larger than 5 acres.	<input type="checkbox"/>
Newly created parcels are no smaller than 600 square feet.	<input type="checkbox"/>
The proposed subdivision will result in 10 or fewer parcels.	<input type="checkbox"/>
The proposed subdivision will not result in any existing dwelling unit being alienable separate from the title to any other existing dwelling unit on the lot.	<input type="checkbox"/>
Access to public right-of-way will be provided for each resulting parcels.	<input type="checkbox"/>
Access to public services and facilities (e.g. utilities and trash collection) will be provided for each resulting parcels	<input type="checkbox"/>

N/A

### Project Information

- What is the size of the original parcel? \_\_\_\_\_ square feet
- What are the sizes of the resulting parcels after subdivision?

As Applicable	Parcel Size (square feet)
Parcel 1	
Parcel 2	
Parcel 3	
Parcel 4	
Parcel 5	
Parcel 6	
Parcel 7	
Parcel 8	
Parcel 9	
Parcel 10	

### **Submittal Requirements**

- ☐ **Tentative Map** (pursuant to *SMMC Sections [9.54.030](#) and [9.54.050](#)*)
- One (1) PDF 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 Section 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 (if applicable), and a notation indicating compliance with the City's parking requirements pursuant to *[SMMC Chapter 9.28](#)* and *[Section 9.31.125\(F\)](#)*.
  - In addition to the above, if a resulting parcel from a lot split no longer has access to public services and facilities (e.g. utilities and trash collection), an easement must be provided to facilitate said services.
- ☐ **Covenants, Conditions and Restrictions (CC&Rs)**, where applicable pursuant to Government Code Section 66499.41(b)(2). Required for common interested developments and when there are common spaces proposed with the subdivision. CC&Rs shall conform to the requirements of *[SMMC Section 9.24.030](#)*.

#### **Final Map Acknowledgment**

Please acknowledge that prior to issuance of a building permit, a Final Map pursuant to SMMC Sections [9.54.040](#) and [9.54.060](#) is required to be processed and approved pursuant to [SMMC Section 9.54.080](#).

\_\_\_\_\_  
(Initials)

N/A

## Option 2: Subdivision of a Parcel Zoned For Single-Unit Dwellings

### Project Eligibility

Pursuant to Government Code Sections 65852.28 and 66499.41, please acknowledge conformance with the following standards and requirements. Please note that the proposed project must conform to ALL of the following statements to be eligible.

Eligibility	Conformance
The subject parcel is located within the Single-Unit Residential (R1) or Ocean Park Single-Unit Residential (OP1) zoning district.	<input type="checkbox"/>
<p>The subject parcel is vacant, which is defined as having no permanent structure, unless the permanent structure is abandoned and uninhabitable. All of the following types of housing shall <u>not</u> be defined as "vacant":</p> <ul style="list-style-type: none"> <li>Housing that is subject to a recorded covenant, ordinance, or law that restricts rent or sales price to levels affordable to persons and families of low, very low, or extremely low income.</li> <li>Housing that is subject to any form of rent or sales price control through a local public entity's valid exercise of its police power.</li> <li>Housing occupied by tenants within the five years preceding the date of the application, including housing that has been demolished or that tenants have vacated prior to the submission of the application for a development permit.</li> </ul>	<input type="checkbox"/>
The subject parcel is no larger than 1.5 acres.	<input type="checkbox"/>
Newly created parcels are no smaller than 1,200 square feet.	<input type="checkbox"/>
The proposed subdivision will result in 10 or fewer parcels.	<input type="checkbox"/>
Access to public right-of-way will be provided for each resulting parcels.	<input type="checkbox"/>
Access to public services and facilities (e.g. utilities and trash collection) will be provided for each resulting parcels.	<input type="checkbox"/>

### Project Information

- What is the size of the original parcel? \_\_\_\_\_ square feet
- What are the sizes of the resulting parcels after subdivision?

As Applicable	Parcel Size (square feet)
Parcel 1	
Parcel 2	
Parcel 3	
Parcel 4	
Parcel 5	
Parcel 6	
Parcel 7	
Parcel 8	
Parcel 9	
Parcel 10	

### **Submittal Requirements**

- ☐ **Tentative Map** (pursuant to *SMMC Sections [9.54.030](#), [9.54.050](#), and [9.54.140](#)*)
- One (1) PDF 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 Section 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 (if applicable), and a notation indicating compliance with the City's parking requirements pursuant to *[SMMC Chapter 9.28](#)* and *[Section 9.31.125\(F\)](#)*.
  - In addition to the above, if a resulting parcel from a lot split no longer has access to public services and facilities (e.g. utilities and trash collection), an easement must be provided to facilitate said services.
- ☐ **Covenants, Conditions and Restrictions (CC&Rs)**, where applicable pursuant to Government Code Section 66499.41(b)(2). Required for common interested developments and when there are common spaces proposed with the subdivision. CC&Rs shall conform to the requirements of *[SMMC Section 9.24.030](#)*.

#### **Final Map Acknowledgment**

Please acknowledge that prior to issuance of a building permit, a Final Map pursuant to SMMC Sections [9.54.040](#) and [9.54.060](#) is required to be processed and approved pursuant to [SMMC Section 9.54.080](#).

\_\_\_\_\_  
(Initials)

**Option 3:**  
**Housing Development Projects on Parcel Resulting**  
**From a Subdivision Pursuant to Government Code Section 66499.41**

**Project Information**

Pursuant to Government Code Sections 65852.28 and 66499.41, please provide the following project information:

As Applicable	Number of Primary Units	Number of ADUs	FAR, excluding ADUs	Total Net Habitable Square Feet, excluding ADUs (as defined in Gov. Code 66499.41(a)(6))	Number of Parking Spaces, if applicable
Parcel 1					
Parcel 2					
Parcel 3					
Parcel 4					
Parcel 5					
Parcel 6					
Parcel 7					
Parcel 8					
Parcel 9					
Parcel 10					

**Acknowledgments**

**Development Impact Fees.** Please acknowledge that, as applicable, the proposed housing development project will comply with all development impact fees prior to Certificate of Occupancy or Final Inspection, whichever occurs last. Development Impacts Fees compliance may include, but is not limited to: Private Developer Cultural Arts Requirement ([SMMC Chapter 9.30](#)), Childcare Linkage Program ([SMMC Chapter 9.65](#)), Transportation Impact Fee Program ([SMMC Chapter 9.66](#)), and Parks & Recreation Development Impact Fee Program ([SMMC Chapter 9.67](#)).

(Initials)

**Coastal Zone.** Please acknowledge that if the parcel is located within the Coastal Zone, any necessary California Coastal Commission review and approval is the sole responsibility of the applicant prior to issuance of a building permit.

N/A

(Initials)

**Number of Units/Density.** Please acknowledge that pursuant to 66499.41(a)(5), the proposed housing development project must meet one of the following:

A. If the parcel is identified in the City's Housing Element for the current planning period, the housing development project must result in at least as many units as projected for that parcel in the Housing Element. If the parcel is identified to accommodate low- or very low-income households, the housing development project must result in at least as many low- or very low-income units as projected in the Housing Element. These units shall be subject to a recorded affordability restriction of at least 45 years.

B. If the parcel is NOT identified in the Housing Element for the current planning period, the housing development project must result in at least 66% of the maximum allowable residential density as specified by local zoning or 66% of the applicable

(Initials)



residential density specified in Government Code Section 65583.2(c)(3)(B), whichever is greater. If local zoning does not specify a maximum allowable residential density, the housing development project must result in at least 66% of the applicable residential density as specified Government Code Section 65583.2(c)(3)(B).	
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**Submittal Requirements**

One (1) PDF including the following:

- ☐ **Existing Site Plan** showing all existing improvements and structures.
- ☐ **Proposed Project Plans** providing the following pursuant to the standards stipulated in Government Code Sections 65852.28 and 66499.41:
  - Project information detailing Floor Area Ratio and net habitable square feet calculations delineated by parcel, unit, and story.
  - Site plan showing compliance with applicable development standards, which shall include, but are not limited to, setbacks, public right-of-way access, and parking location and dimensions.
  - Fully dimensioned floor plans with interior layouts.
  - Dimensioned exterior elevations showing proposed maximum building height.
  - Other such information, drawings, plans, and renderings that may be useful.



**CITY OF SANTA MONICA**  
**CALIFORNIA LEVINE ACT DISCLOSURE**

The Levine Act prohibits City Officers from participating in any action related to a contract, license, permit, or entitlement if such Officer received campaign contributions totaling more than \$500 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 \$500 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) \_\_\_\_\_

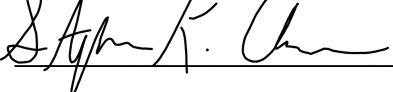
Please specify below and/or add additional sheet(s) to identify additional Councilmembers or City Officers to whom you and/or your agents made campaign contributions.



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.*



TO: Public  
FROM: City Attorney's Office  
RE: Levine Act Disclosure Form

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 \$500 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 \$500 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):
  - Real property contracts for purchase, sale, lease
  - Contract amendments
  - Settlement agreements
  - Contracts for goods, services, professional services that are not awarded pursuant to a competitive process
- 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:

- Contracts under \$50,000
- Contracts where no party receives financial compensation
- Contracts between two or more public agencies
- Competitively bid contracts that are required by law, agency policy, or agency rule to be awarded pursuant to a competitive process
- 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
- 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 \$500 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>