



ENT No.: _____
CITY OF SANTA MONICA – CITY PLANNING DIVISION
SB 330 Preliminary Application Form

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

Site 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 authorize the applicant or applicant's representative (contact person) to make decisions that may affect my property as it pertains to this application.

In Ku Lee

Property Owner's Name (PRINT)

6/30/26

Property Owner's Signature / Date

PROJECT INFORMATION

(All requested information MUST be provided. Applications containing incomplete information will not be accepted.)

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: _____

Parcel number(s): _____

Legal description (attach as needed): _____

Existing use(s) on the project site: _____

Proposed land uses: _____

Existing Residential Use Details:

	Existing	Maintained	Removed	Proposed
# Studios				
# 1 Bedrooms				
# 2 Bedrooms				
# 3 Bedrooms				

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](#))

Please list any bonus units, incentives, concessions, waivers, or parking reductions requested pursuant to Section 65915. (Use additional sheets as necessary)

1.
2.
3.
4.
5.

6. Decrease the minimum courtyard width ratio required in the DCP

PROJECT INFORMATION (CONTINUED)

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: _____				

PROJECT INFORMATION

Is any portion of the property located within any of the following?	Yes	No
(A) A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178.	☐	☐
(B) Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993).	☐	☐
(C) A hazardous waste site that is listed pursuant to Section 65962.5 or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code.	☐	☐
(D) A special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency.	☐	☐
(E) A delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code), and by any local building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title 2.	☐	☐
(F) A stream or other resource, including creeks and wetlands, that may be subject to a streambed alteration agreement pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the Fish and Game Code. If yes, a site map showing a stream or other resource that may be subject to a streambed alteration agreement pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the Fish and Game Code and an aerial site photograph showing existing site conditions of environmental site features that would be subject to regulations by a public agency is required	☐	☐
Any proposed point sources of air or water pollutants? If yes, please explain: _____	☐	☐

PROJECT INFORMATION (CONTINUED)

Any species of special concern known to occur on the property? If yes, please explain: _____	☐	☐
Any historic or cultural resources known to exist on the property? If yes, please explain: _____	☐	☐
Are any approvals under the Subdivision Map Act, including, but not limited to, a parcel map, a tentative map, or a condominium map, being requested?	☐	☐
Any public easements such as a public utility easement? If yes, please explain: _____	☐	☐

For a housing development project proposed to be located within the Coastal Zone:

Is any portion of the property located within any of the following?	Yes	No
(A) Wetlands, as defined in subdivision (b) of Section 13577 of Title 14 of the California Code of Regulations.	☐	☐
(B) Environmentally sensitive habitat areas, as defined in Section 30240 of the Public Resources Code	☐	☐
(C) A tsunami run-up zone.	☐	☐
(D) Use of the site for public access to or along the coast.	☐	☐

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.

REQUIRED SUBMITTAL ATTACHEMENTS

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".

Application Fees

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