



City of Santa Monica Parklet Program

Provisional Period Ending

Surf n' Turf

Create Your Own Parklet!

The City of Santa Monica has introduced the "Surf n' Turf" program to help you create a parklet in your neighborhood. Parklets are small, temporary outdoor seating and dining spaces that provide additional outdoor seating and dining space for adjacent streets, businesses, and your park.

What is a "Parklet"?

A "Parklet" is the use of one or more unimproved parking or loading spaces to expand the sidewalk, street and provide additional outdoor seating and dining space for adjacent streets, businesses, and your park.

Get Inspired!

See photos of existing parklets.

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Welcome!

Surf n' Turf Parklet Calendar of Events

10am - 11am	Coffee with Mayor Sue Himmelrich! Coffee provided by Starbucks
11am - 12pm	"Parklet" Free dog treats and more!
12pm - 1:30pm	Free Surf n' Turf Burritos from Surf n' Turf
1:30pm - 2:30pm	DIY Bracelet Activity Make your own beach-themed bracelet!
2:30pm - 4pm	"Design Your Own Parklet" Activity - "Parkitect in Residence" with Belsberg Architects
4pm - 5pm	Kid's Play Hour Face painting, bubbles, and more!
Social Media Competition	Post a photo or video of the parklet you want to build for a chance to win \$50!

PROVISIONAL PERIOD ENDS ON FEB 28, 2023

AUG 12

—○ **Permanent Parklet Ordinance Takes Effect**

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SEPT 15

—○ **Parklet Application Deadline for Existing Operators to Quality for Provisional Permits**

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SEPT 30

—○ **Temporary Permits Expire**

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OCT 1

—○ **Parklet Fees Begin**

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FEB 28, 2023

—○ **Deadline for Existing Operators to Comply with New Rules**

WHAT IS THE STATUS OF YOUR PARKLET PERMIT?

Per the City's requirements, parklet operators should have been actively working to bring their parklet into compliance before Feb 28. By now, parklet operators should have:

1. A City approved site plan that aligns with the City's design requirements.
2. Paid all required fees and entered into a License Agreement.
3. Received an email from Public Works staff confirming your approved site plan, contact information to schedule an appointment with our inspector, and a Use of Public Property (UPP) permit which enables you to construct in the public right-of-way.
 - a. BEFORE starting construction, you must schedule an appointment with our inspector for a preconstruction site review.
 - b. Your UPP permit is valid for 60 days.
 - c. Construction and final inspection must be completed within 60 days.
4. Once final inspection is completed, Public Works will update your permit status and notify Economic Development to prepare your License Agreement.
5. Economic Development staff will prepare the final License Agreement for your review and signature. The License Agreement allows you to operate a parklet in the public right-of-way.

WHAT TO DO IF YOU HAVE NOT MET THE STEPS?

1. A City approved site plan that aligns with the City's design requirements.
 - Return to the Citygrows portal to review your application and respond to all City comments today. Go to: https://admin.citygrows.com/users/sign_in#/
2. Paid all required fees and entered into a License Agreement.
 - If you have not paid your Plan Check Fees, go to: <https://epermit.smgov.net/CitizenAccess/>
 1. Click on the Public Works tab.
 2. Under "Record Number:" enter your Permit ID number (PW provided for each business). **Leave all other fields blank.**
 3. Click the Search button.
 4. On the search result page, click "Payments" then click "Fees" from the dropdown.
 5. Click "Pay Fees" in the "Outstanding:" section.
 6. Click Continue Application.
 7. Fill in payment information and click Submit Payment.

**The above online payment method does not work on Safari or mobile applications.*
 - If you have not paid your monthly License Fees and Security Deposit, send a check to:
City of Santa Monica Economic Development
1685 Main Street, Mail Stop 12
Santa Monica, CA 90401
**Include your business name and permit ID on check*
3. Received an email from Public Works staff confirming your approved site plan, contact information to schedule an appointment with our inspector, and a Use of Public Property (UPP) permit which enables you to construct in the public right-of-way.
 - If you do not receive an email within 3 days of completing steps 1 and 2, email pw.permits@santamonica.gov

If you need additional assistance or to schedule an appointment, email Jacqui.Swartz@santamonica.gov or call (310) 458-8955.

