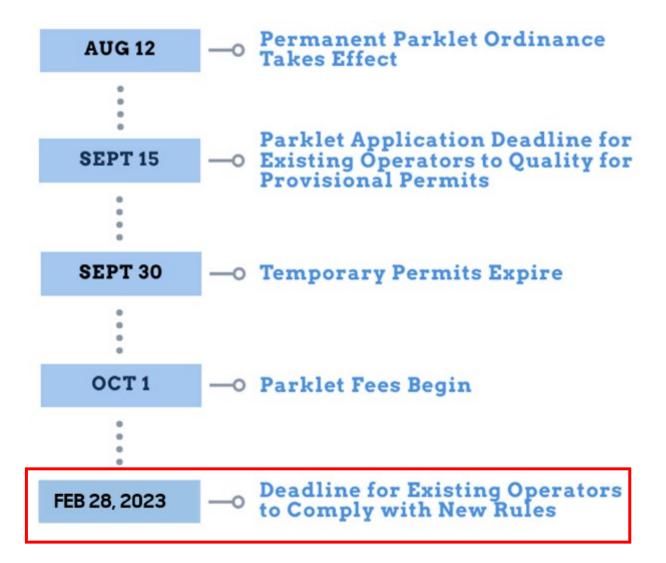


## PROVISIONAL PERIOD ENDS ON FEB 28, 2023





## 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 <u>NOT</u> 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: <a href="https://admin.citygrows.com/users/sign">https://admin.citygrows.com/users/sign</a> in#/
- Paid all required fees and entered into a License Agreement.
  - If you have not paid your Plan Check Fees, go to: <a href="https://epermit.smgov.net/CitizenAccess/">https://epermit.smgov.net/CitizenAccess/</a>
    - 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