



**CITY OF SANTA MONICA – CITY PLANNING DIVISION
ADMINISTRATIVE PERMIT APPLICATION**

This part to be completed by City staff

Application No.: _____
 Received By: _____
 Date Submitted: _____

Amount Paid: \$ _____
 Check No.: _____

Applications must be submitted by appointment at the City Planning public counter, Room 111 at City Hall, located at 1685 Main Street, Santa Monica, CA 90401. To schedule an appointment or if you have any questions completing this application please call City Planning at (310) 458-8341.

GENERAL INFORMATION

PROJECT ADDRESS: _____

APPLICANT *(Note: All correspondences will be sent to the contact person)*

Name: _____
 Address: _____ Zip: _____
 Phone: _____
 Email: _____

CONTACT PERSON *(if different)*

Name: _____
 Address: _____ Zip: _____
 Phone: _____
 Email: _____

Relation to Applicant: _____

PROPERTY OWNER

Name: _____
 Address: _____ Zip: _____
 Phone: _____
 Email: _____

DETAILED PROJECT DESCRIPTION (Attach additional sheets as necessary to fully describe the proposed project.)

NOTES TO APPLICANT

Applicants are encouraged to meet with City staff early in the planning of any new development project. Subsequently, a Pre-Submittal Review, which provides initial feedback from other City divisions, may be necessary. Pre-Submittal Application Forms are available at the City Planning public counter.

Please complete all applicable sections of this application and submit all required materials. Incomplete applications will not be accepted for filing.

A detailed project description is required. Summarize the scope of work, including information on existing/proposed structures and uses, square footage, height, and parking. The proposed uses within the building should also be broken down by square footage.

An evaluation of the project for compliance with the California Environmental Quality Act (CEQA) will be performed after project submittal.

PLANNING ENTITLEMENTS REQUESTED:

- | | |
|--|--|
| <input type="checkbox"/> Administrative Approval | <input type="checkbox"/> Reasonable Accommodations |
| <input type="checkbox"/> Alcohol Exemption | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Minor Modification | <input type="checkbox"/> Zoning Conformance Review |
| <input type="checkbox"/> Alcohol Determination (<i>only page 5 required</i>) | |

NEIGHBORHOOD NOTIFICATION

PLANNING APPLICATION – SUBMITTAL REQUIREMENTS

Application Form

- One original and 5 copies of application form. All the information requested on the application must be provided. (**Only one copy of the application is necessary for alcohol related applications*)

Project Plans

- Six (6) full size (not to exceed 24"x 36") sets of plans, folded to a maximum size of 10" x 14", of the following, as applicable: (**Only 1 full size and 2 half size sets are required for alcohol related applications*)
 1. Plot Plan for Planning Permits (see attached Plot Plan Requirements). At plan check, a more detailed Site Plan will be required.
 2. Project plans must include:
 - Dimensioned exterior elevations of the proposed project and adjacent existing buildings. Exterior elevations must show the height of each building dimensioned from Average Natural Grade (ANG) Segmented Average Natural Grade (SANG), or Theoretical Grade (TG), as applicable. Height calculation methodology must be shown. Check with the City Planning Division for height and method of calculation relevant to your project. Elevation measurements, accompanied by a survey of existing site conditions, must be certified by a licensed surveyor or engineer. In the case of additions to existing buildings, all exterior elevations of both the addition and the existing building are required.
 - Fully dimensioned floor plans indicating square feet, interior layout including seating arrangements in restaurants, bars and the like. Please show floor area calculations. In the case of remodeling, existing and proposed dimensioned floor plans, as well as a demolition plan, are required.

NOTES TO APPLICANT

All applicants are encouraged to contact and describe the subject application to adjacent property owners, tenants, and applicable neighborhood groups, prior to submittal. A list of neighborhood groups is available at the City Planning Division Public Counter and on the City's website.

Santa Monica's development process is complex and requires that applicants carefully review development requirements and procedures before initiating a development project. Applicants have responsibility for proceeding in full compliance with these requirements. All applicants should:

- *Understand the rules and processing timelines before you commit to a project.*
- *Review the Zoning Ordinance in detail in relation to permitted types of developments, allowable height and density, setbacks, etc.*
- *Besides looking at the development standards for the zone in which the property is located, be sure to review other sections of the Zoning Ordinance and Municipal Code that may apply to your project.*
- *Determine if there are any new ordinances, policies, or moratoriums which might affect your plans. These items may not be reflected in the published version of the Zoning Ordinance but should be available separately at the City Planning Division public counter.*

- Cross-section and longitudinal sections calling out building heights, roof projections and all building levels in relation to Average Natural Grade, Segmented Average Natural Grade, or Theoretical Grade
- Show size and location of any exterior mechanical equipment on both site plan and elevations. Indicate existing buildings on adjacent parcels and their zoning and use (commercial, residential, etc.).
- Such other information, drawings, plans and renderings that may be helpful.

NOTES TO APPLICANT

The project plans must include the following Code specific information and calculations:

- building height
- setbacks
- parcel coverage
- stepbacks
- parking
- landscaped areas
- unexcavated yard area.

ARB review is required for all new construction and additions to existing structures throughout the City, except in the R1 district. Some development standards in the R1 District may be modified by the ARB.

As applicable, the ARB will review a project's overall design, including, but not limited to exterior building materials and colors, pedestrian-orientation, compatibility with adjacent improvements, landscaping, signage, location of trash enclosures, mechanical equipment, etc

Rent Control Status Form

- 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.

Other Project-Related Applications

- If applicable, copies of any application materials for other required planning permits. Information on required planning permits and application materials is available at the City Planning Division public counter, Room 111 of City Hall.

Photos

- Applications must include one (1) set of labeled and color photographs on 8 1/2" x 11" sheets showing all elevations of the project site and all surrounding properties and uses. Photos should be labeled with site address and description of photo content.

Alcohol Exemptions

Alcohol Exemption applications for the sales and service of alcoholic beverages must also include the following:

- Supplemental Application for Alcohol Applications (attached)

Temporary Use Permits

- Supplemental Application for Temporary Use Permits (attached)

NOTES TO APPLICANT

Application Fees

- The payment of an application fee is required. Please see current list of fees in Room 111 of City Hall. **A check payable to the City of Santa Monica or credit card will be required at the time of submittal of all planning permit applications to the Permit Coordinator.**

Demolition Permit Acknowledgement

A demolition permit is required for demolition of any building or structure on the property (primary or accessory structure.)

- My property contains a structure (or structures) 40 years old or older and that the proposed development of this property will require a demolition permit.

Any application for a demolition permit will be required to go before the Santa Monica Landmarks Commission. The Landmarks Commission may exercise its authority to nominate the property for Landmark Designation, and/or 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 Chapters 9.56 and 9.58 of the Santa Monica Municipal Code.

Affordable Housing Production Program Acknowledgement

In accordance with Chapter 9.64, all multi-family projects involving the construction of two or more market rate units shall comply with the affordable housing obligations as set forth in Santa Monica Municipal Code (SMMC) Section 9.64.040. From the options listed below, please indicate how the project will comply with the provisions of SMMC 9.64.040:

- | | |
|---|--|
| <input type="checkbox"/> <u>On-site compliance</u> | <input type="checkbox"/> <u>Affordable Housing fee</u> |
| <input type="checkbox"/> <u>Off-site compliance</u> | <input type="checkbox"/> <u>Land option</u> |

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.

Property Owner's Name (PRINT)

Property Owner's Signature / Date

The applicant should be advised that at the time of building permit issuance for a multi-family project in a multi-family zoning district, the building permit will be subject to the City's Construction Rate Program (SMMC Section 9.37.110) which limits the issuance of building permits to 1 building permit within a 500' radius of the project site for a period of 15 months. Contact the Building and Safety Division at (310) 458-8355 for further details.

The property owner or another party with proof of authorization from the property owner must sign the application. A faxed copy of the application with the property owner's signature is acceptable.



SUPPLEMENTAL APPLICATION FOR ALCOHOL APPLICATIONS

Address: _____

The following information must be provided:

- Proposed hours of operation.
- Description of any previous approvals relating to food service and/or alcohol use at the site.
- Copy of any existing alcohol license(s) for the premises.
- Photographs of the interior and exterior of the establishment mounted on 8 ½" x 11" sheets.
- A complete set of floor plans, drawn to scale, which show the following:
 - Number of restaurant seats
 - Number of bar seats
 - Number of customer waiting seats
 - Total number of seats
 - Square footage of customer seating and dining areas
 - Square footage of separate bar area
 - Square footage of kitchen, storage, restrooms, office and other support areas
 - Square footage and linear shelf space of alcohol display if liquor is proposed to be sold for off-site consumption
 - If entertainment is proposed, floor plans must show area devoted to such uses and the applicant should indicate hours of such use
 - Number and location of any televisions or video projectors
- Copy of proposed Alcohol Awareness Server Training Policies.
- Copy of proposed Designated Driver Program.
- Copy of security plan for the establishment approved by the Santa Monica Police.



SUPPLEMENTAL APPLICATION FOR TEMPORARY USE PERMITS

Address: _____

The following information must be provided, as applicable:

- A description of the type of use and improvements proposed.
- A description of existing on-site uses and neighboring uses.
- Details and a drawing of existing and proposed parking on-site, and a description of parking arrangements and traffic control to be provided. If the proposed event is utilizing existing on-site parking areas, valet parking with sufficient parking spaces to service the event will generally be required at an off-site location at no charge.
- The days and hours of the event, including any set up and clean up. If this is a recurring event, the future dates the event will occur.
- A description of any temporary structures and/or lighting.
- A description of any public address system and placement/orientation of loudspeakers, if any.
- Details on how solid waste and litter will be handled.
- A description of security arrangements.
- A description of any proposed alcohol service and/or sales and a copy of the ABC license authorizing alcohol service if alcohol is to be served at the event. If alcohol service is proposed, the applicant must provide on-site security through the Santa Monica Police Department. It is the applicant's responsibility to pay for any security services subject to this requirement.
- A description of sanitary facilities that will be provided.
- A description of any special signage proposed.
- An estimate of the attendance at the event.
- An indication of any temporary fencing to be provided.
- A description of how neighboring residents, businesses, and properties will be protected from any adverse effects that might result from the proposed use (such as, but not limited to, noise, parking, intrusion, litter, etc.).
- SMMC Section 9.44.050 requires that any approved Temporary Use Permit shall be posted at the subject property for a minimum period of 7 days from the date the decision is issued.



CITY OF SANTA MONICA Plot Plan Requirements

The requirements of a Plot Plan are as follows:

1. Sheet size: Not larger than 24" by 36", nor smaller than 11" by 17"
2. Scale: Use a scale at a size adequate to show all information clearly. Indicate scale on plan.
3. North arrow (use directions with north located at top of sheet, and using assumed north rather than true north)
4. Title block which includes:
 - a. Project address
 - b. Applicant name, address and telephone number
 - c. Architect/engineer/designer name, address and telephone number
 - d. Architect/engineer/designer's seal
 - e. Date of plan
 - f. Box for revision dates
 - g. Sheet number
5. Street trees in the City street right-of-way adjacent to the project site.
 - a. The plans shall indicate the precise location of all trees, the species, and trunk diameter measured at 4 ½ feet above finish grade and the canopy spread.
 - b. A Tree Protection Zone that encompasses the canopy plus an additional radius of 10 feet
6. Proposed staging area for all construction activities as taking place outside of the Tree Protection Zone
7. Location of pool fence enclosure and pool equipment (for pools only)
8. Show all existing and proposed parking areas
9. Property dimensions (length and width) and property lines indicated. Label all property lines with "PL" notation
10. Building footprint of all structures on property, proposed use and zoning district
11. Adjacent streets, alleys and sidewalks with right-of-way labeled and dimensioned, with centerline of alley and any alley dedication required by the City labeled, with sidewalk and pavement widths shown and with an indication of distance to nearest intersection and neighboring driveways.
12. Easements
13. Exterior mechanical equipment
14. Signs
15. Driveway curb cuts, aprons and approaches
16. Parkways
17. Fences and gates
18. Indicate with arrows the slope of roof and the drainage flow directions. Runoff will not be permitted to empty into alleys or sheet across sidewalks except for single-family residences. Show all drain lines, area cleans, catch basins, downspouts, sump pumps, etc.
19. Label and indicate with arrows the slope of landscaped and paved areas; show finished surface elevation at all critical points, property corners, area drains, driveways and building finished floor
20. All setback dimensions, front, rear, and sides measured from property lines, and any projections into required setbacks dimensioned
21. Lot coverage calculation
22. Footprint and uses of existing and proposed structures, parking areas, driveways, planters/landscaping, and zoning district of adjacent property, including driveways and aprons on opposite side of street or alley
23. Location and dimensions of trash/recycling area
24. Unexcavated side yards
25. Dimension of any fixed object or landscaping located within 5-feet of the intersection of driveway and property line
26. Indicate where existing curb cuts are to be removed
27. Locations and dimensions of all proposed and existing parking areas, spaces, aisles, driveways (including cross slope), garage doors, sidewalks, and loading spaces