



Strategic and Transportation Planning  
 1685 Main Street – Room 115, PO Box 2200  
 Santa Monica, California 90407-2200  
 Transportation.management@smgov.net  
 Phone: 310/458-8291 fax: 310/576-9170

City of  
**Santa Monica**®

Permit is valid ONLY when stamped above  
 by Strategic & Transportation Planning

## PERMIT to Close ALLEY

**Date(s) of Closure:**

Applicant's name:

**Day(s) of Week:**

Address:

Time(s):

**Address:**

Phone:

Alley Name:

Emergency phone:

Between:

Purpose:

Notes:

Date

Fire, printed name:

Signature:

Police, printed name:

Signature:

Waste Management, printed name:

Signature:

Downtown Santa Monica, Inc., printed name:

Signature:

Please see reverse for when Downtown Santa Monica, Inc. approval is needed.

After obtaining all the required signatures, please return this form either by fax or in person to the Strategic & Transportation Planning Division (STP). This is not valid as a permit until STP stamps its approval. (over)

## Alley Closure Permit Contacts and Related Information

The issuance of this application is based on the following:

1. The applicant cannot keep an 11' clear passageway in the alley.
2. The applicant has or has pending an **excavation** or **sewer** permit — *or utility work in the public right-of-way* — and requests an alley closure.
3. The applicant has a site plan showing the dimensions of the alley, the work zone, intersecting streets, driveways, etc.
4. Strategic & Transportation Planning Staff has reviewed the site plan and other application material and agrees that an alley closure may be necessary.

**Strategic & Transportation Planning:** City Hall, 1685 Main Street, Room 115  
Telephone (310) 458-8291 Fax (310) 576-9170

**Public Works Utility Inspections:** 1437 4th Street, Suite 300  
Public Works Utility Inspector  
Telephone (310) 458-8721 Cell (310) 350-9738 Fax (310) 393-4425

**Fire Department (Prevention Division):** 333 Olympic Drive (next to City Hall)  
Telephone (310) 458-8915 Fax (310)-395-3395

**Police Department (Operations):** 333 Olympic Drive (next to City Hall)  
Telephone (310) 458-2278 Fax (310) 917-6635  
Contact the Watch Command if necessary, at (310) 458-8427

**Waste Management:** 2500 Michigan Avenue (City Yards)  
Telephone (310) 458-2223 Fax (310) 264-7750

**Downtown Santa Monica, Inc. (formerly Bayside):** 1351 Third Street Promenade, Suite 201  
Telephone (310) 393-8355 Fax (310) 458-3921

Note: Approvals for complete alley closures in the Downtown Business District (DBD) (bounded by Ocean Avenue on the west, Wilshire Boulevard on the north, 4<sup>th</sup> Court on the east and Broadway on the south) must be obtained from the Downtown Santa Monica, Inc. Approval of a complete closure on Wednesdays and Saturdays is unlikely because alleys in the DBD are heavily used as alternate routes to the roads closed for Farmers Market.

If approved:

1. **Applicant is required to post and distribute copies of the permit to all impacted businesses and residences a minimum of 72 (seventy-two) hours in advance of the proposed work activities.**
2. Closure, including signage, barricades, etc. shall be in accordance with the submitted site plan. Nothing shall be placed in alley unless clearly indicated on attached site plan.
3. Traffic control signage must comply with the requirements of the latest edition of the State of **California Department of Transportation, Traffic Manual Chapter 5-Traffic Controls for Construction and Maintenance of Work Zones**. Work shall not commence until traffic control measures are fully in place.

The Strategic & Transportation Planning counter is open 8 a.m. to 4:30 p.m., Monday through Thursday and 8:30 a.m. to 4:30 p.m. on Friday. (over)