



**CITY OF SANTA MONICA – CITY PLANNING DIVISION
LANDMARKS COMMISSION
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

- Landmark Historic District Contributing Structure
 Non-contributing Structure

This part to be completed by City staff

L.C. Case No.: _____

Received By: _____

Date Submitted: _____

Applications must be submitted at the City Planning public counter, Room 111 at City Hall. City Hall is located at 1685 Main Street, Santa Monica, CA 90401. If you have any questions regarding completing this application, you may call City Planning at (310) 458-8341.

GENERAL INFORMATION	PROJECT ADDRESS: _____	<p align="center">NOTES TO APPLICANT</p> <p><i>Please complete all applicable sections of this application and submit all required materials. Incomplete applications will not be accepted for filing.</i></p> <p><i>Landmarks Commission meets on the second Monday of each month.</i></p> <p><i>The applicant, representative, or legal owner familiar with the project must be present at the Landmarks Commission meeting.</i></p> <p><i>A decision on a project is rendered at the hearing. The Landmarks Commission may approve, conditionally approve, or deny an application.</i></p> <p><i>All decisions by the Landmarks Commission are subject to a 10-day appeal period. An official appeal form and fee schedule is available at the City Planning Division Public Counter. Appealed projects will be scheduled for a hearing before the City Council.</i></p>
	Land Use Element District: _____ Zoning District: _____	
	Assessor Parcel: _____ - _____ Lot Size: _____	
	APPLICANT	
	Name: _____	
	Address: _____ Zip: _____	
	Phone: _____ Fax: _____	
	Email: _____	
	CONTACT PERSON (if different) (Note: All correspondence will be sent to the applicant)	
	Name: _____	
Address: _____ Zip: _____		
Phone: _____ Fax: _____		
Email: _____		
Relation to Applicant: _____		
PROPERTY OWNER		
Name: _____		
Address: _____ Zip: _____		
Phone: _____ Fax: _____		
Property Owner's Signature: _____ Date: _____		
PROPOSED WORK: (Please include information on ALL materials and colors)		

BACKGROUND INFORMATION

Existing use(s) of site: _____ Rent control status: _____

Existing Condition: Excellent Good Fair Deteriorated Ruins

APPLICATION REQUIREMENTS

- COPY OF ANY REQUIRED PLANNING PERMITS**
- TEN (10) SETS OF LABELED COLOR PHOTOGRAPHS ON 8½" x 11" STOCK PAPER OR INCLUDED AS A SHEET IN ARCHITECTURAL PLANS (below).** Show subject and adjacent properties including properties located across and alley or street. Color photocopies are acceptable. **Thirteen (13) Set are required for Third Street Neighborhood Historic District Applications**
- TEN (10) COLLATED SETS OF APPLICATION MATERIALS. Thirteen (13) Set are required for Third Street Neighborhood Historic District Applications**
 - Architectural Plans** Scale 1/8" or 1/4"; 8.5" x 11" to 24" x 36" Sheets (**11" x 17" Preferred**)
 - **Elevations** (Complete elevations of each side of the existing building and separate elevations showing all proposed changes. Please include information such as exterior building materials, doors, fenestration, and design details.)
 - **Project Rendering(s)**
 - **Demolition Plans**
 - **Project Site Location Map**
- MATERIAL/COLOR SAMPLES.** Please provide color and material samples of all proposed exterior materials and colors. If material samples are unavailable, product brochures, specification sheets, or color photos are acceptable.

For Staff Approval Certificates of Appropriateness Only:

- THREE (3) SETS OF LABELED COLOR PHOTOGRAPHS AS DESCRIBED ABOVE.**
- THREE (3) COLLATED SETS OF ARCHITECTURAL PLANS AS DESCRIBED ABOVE.**

For Third Street Neighborhood Historic District Applications Only:

- Photograph of Notice of Pending Application Sign**
A photograph verifying that the notice of the pending application has been posted on the property. This notice must be continuously posted until the appeal period has expired or a decision on the appeal has been rendered. Notice must be clearly posted at the front of the property and must be a minimum of 4' x 3' in size. Please see page 3.
- Written verification that the applicant has met with the Third Street Neighborhood Citizen Participation Committee (CPC) to discuss the project.** Please contact staff for the current list of members. This Certificate of Appropriateness Application package will also be sent to CPC members after filing.

I hereby certify that the information contained in this application is correct to the best of my knowledge and that this application is made with the knowledge and consent of the property owner.

Applicant's Name (PRINT) Applicant's Signature Date

NOTES TO APPLICANT

For more information, please refer to SMMC Section 9.56

All applicants are encouraged to contact and describe the subject application to adjacent property owners and tenants prior to submittal.

SIGN POSTING REQUIREMENTS

For Application in the Third Street Neighborhood Historic District

The property shall be posted with a sign prior to filing the application. When the application is filed, the applicant must submit two photographs of the sign to verify its posting. One photograph must clearly show the sign text. The second photograph must show the location of the sign on the property. At least ten days prior to the public hearing date, the applicant must submit another photograph to verify that the project case number and the public hearing date have been correctly posted on the sign. Failure to submit this photograph shall be cause for the continuance of the hearing. The applicant shall also submit to the Zoning Administrator an affidavit verifying that the sign was posted on the site. Failure to post the sign, required information or conform to placement or graphic standards will result in delay of the application.

The posting affidavit must be returned to the City Planning Division. The sign shall conform to the following requirements:

1. Size: Shall be twelve (12) square feet in sign area (generally three feet by four feet).
2. Height: Shall not exceed eight (8) feet from ground level.
3. Location: Not less than one (1) foot nor more than ten (10) feet inside the property line, in an area most visible to the public. Signs may be attached to a building at zero setback if none exists.
4. The sign shall not be illuminated.
5. Only one such sign may be displayed per street frontage unless otherwise permitted by the Building Officer.
6. The sign shall include only the following factual information:
 - a. Title: **NOTICE OF PENDING CERTIFICATE OF APPROPRIATENESS**
 - b. Landmarks Commission case number: (e.g. **L.C. Case No. 07CA-001**) To be inserted after application is filed.
 - c. Brief explanation of the request: (e.g. Proposed Second Story Addition to a Contributing Building OR Proposed Demolition of Rear Balcony on Second Floor; do not use descriptive words such as "luxurious", "elegant", etc.)
 - d. Name and telephone number of project proponent
 - e. Location of property
 - f. Permit number
 - g. Date, time, and location of public hearing to be inserted when hearing date has been sent. **If the hearing date is changed, the new hearing date must be marked on the sign.** Dates shall be changed for items appealed to the Planning Commission. The applicant is responsible for proper posting of the site.
 - h. City Planning Division phone number: (310) 458-8341
7. **The lettering style shall be a standard typeface (Helvetica or similar).** The lettering size shall be 2-inch capital letters for the title and project case number. All other letters shall be 1 inch in size and may be either capitals or upper and lower case. **All letters shall be black upon a white background.**
8. The signs shall remain in place until after the 10 day appeal period has passed following a final decision by the Landmarks Commission. If an appeal is filed, the sign shall remain in place, with the new hearing date noted, until the final decision by the Planning Commission. The sign shall be removed with ten (10) days of either the end of the appeal period or the final decision of the Planning Commission, whichever applies.

