



Application No.: \_\_\_\_\_

CITY OF SANTA MONICA – CITY PLANNING DIVISION  
ALCOHOL EXEMPTION PERMIT APPLICATION  
(THIRD STREET PROMENADE AREA)

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 completing this application you may call City Planning at (310) 458-8341.

**PROJECT ADDRESS:** \_\_\_\_\_ **ABC LICENSE TYPE:** \_\_\_\_\_

**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: \_\_\_\_\_

GENERAL INFORMATION

*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

\_\_\_\_\_  
Operator's Name (PRINT)

\_\_\_\_\_  
Operator's Signature / Date

*This part completed by City staff:*

Received By: \_\_\_\_\_

Is the Project Site Listed on the HRI?  Yes  No

Date Received: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Assigned Planner: \_\_\_\_\_

Date Approved: \_\_\_\_\_

## PLANNING APPLICATION – SUBMITTAL REQUIREMENTS

### Application Form

- One original application form. All the information requested on the application must be provided.

### Project Plans

- One (1) full size (not to exceed 11"x 17") sets of plans of the following, as applicable:

1. Project plans must include:

- Seating and square footage chart showing\*:
  - Number of restaurant seats (separation of indoor and outdoor)
  - 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
  - Total square footage\*
- Number each individual seat on the plans
- If entertainment is proposed, floor plans must show area devoted to such uses and the hours of such use.

\*Please see Page 6 for a sample seating chart to include on the plans.

### Supplemental Application Materials for Alcohol Application

- Proposed hours of operation and description of business operations.
- Copies 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 premises.
- Copy of proposed Alcohol Awareness Server Training Policies
- Copy of Security Plan, approved by the Santa Monica Police (see attached template).
- Copy of proposed Designated Driver Program.

### 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.**



## CRITERIA AND CONDITIONS OF APPROVAL

I hereby certify that the restaurant, \_\_\_\_\_, located at \_\_\_\_\_, will operate in compliance with Ordinance Number 2636 (CCS), and that I, \_\_\_\_\_ the applicant, agree to the following criteria and conditions as part of the approval of the alcohol exemption permit, and that failure to comply with the criteria and conditions shall constitute grounds for potential revocation of the exemption approval:

Conditions of Approval	Does the Premises Comply?	
1. The permitted hours of alcoholic beverage service shall be 8:00 a.m. to 2:00 a.m. daily.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. From 8:00 am until at least 10:00 p.m., food service shall be available at all times when alcohol is being served.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Sale of alcoholic beverages for consumption beyond the premises shall be permitted if authorized by the premises' California Alcoholic Beverage Control ("ABC") license.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Window or other signage visible from the public right of-way that advertises beer or alcohol shall not be permitted.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Except as may be permitted by a Temporary Use Permit issued in accordance with Santa Monica Municipal Code Chapter 9.44, Temporary Use Permits, alcohol shall not be served in any disposable containers such as disposable plastic or paper cups.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. The premises shall at all times conduct operations in a manner not detrimental to surrounding properties by reason of lights, 16 noise, activities or other actions. The operator of the premises shall control noisy patrons leaving the premises.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Conditions of Approval	Does the Premises Comply?
<p>7. Liquor bottle service shall be prohibited. Wine and beer bottle service shall not be available to patrons unless food service is provided concurrent with the bottle service. For purposes of this paragraph, "bottle service" means the service of any full bottle of liquor, wine, or beer of more than 375 ml, along with glass ware, mixers, garnishes, or other items used for the mixing of drinks, which patrons are able to then use to make their own drinks or pour their own wine or beer.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>8. The premises shall not organize or participate in organized "pub-crawl" events where participants or customers prepurchase tickets or tokens to be exchanged for alcoholic beverages at the premises.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>9. Premises with amplified music shall be required to comply with Chapter 4.12, Noise, of the Santa Monica Municipal Code.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>10. Prior to occupancy, a security plan for the premises shall be submitted to the Chief of Police for review and approval. The plan shall address both physical and operational security issues.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>11. Prior to occupancy, the operator of the premises shall submit a plan for approval by the Director regarding employee alcohol awareness training programs and policies. The plan shall 17 outline a mandatory alcohol-awareness training program for all employees having contact with the public and shall state management's policies addressing alcohol consumption and inebriation. The program shall require all employees having contact with the public to complete an ABC-sponsored alcohol awareness training program within 90 days of the effective date of the exemption determination. In the case of new employees, the plan shall require all such new employees to attend an ABC-sponsored alcohol awareness training program within 90 days of hiring. In the event the ABC no longer sponsors an alcohol awareness training program, all employees having contact with the public shall complete an</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Conditions of Approval	Does the Premises Comply?
<p>alternative program approved by the Director. The operator of the premises shall provide the City with an annual report regarding compliance with this requirement. The operator of the premises shall be subject to any future Citywide alcohol awareness training program affecting similar establishments.</p>	
<p>12. Within 30 days from the date of approval of this exemption, the applicant shall provide a copy of the signed exemption to the local office of the ABC.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>13. Prior to occupancy, the operator of the premises shall submit a plan describing the premises' designated driver program, which shall be offered by the operator to the premises' patrons. The plan shall specify how the operator will inform patrons of the 18 program, such as by offering on the menu a free non-alcoholic drink for every party of two or more ordering alcoholic beverages.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>14. Notices shall be prominently displayed urging patrons to leave the premises and neighborhood in a quiet, peaceful, and orderly fashion and to not litter or block driveways in the neighborhood.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>15. Employees of the premises shall walk a 100-foot radius from the premises at some point prior to 30 minutes after closing and shall pick up and dispose of any discarded beverage containers and other trash left by patrons.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>16. The exemption shall apply to approved and dated plans, a copy of which shall be maintained in the files of the City Planning Division. Project development shall be consistent with such plans, except as otherwise specified in these conditions of approval. Minor amendments to the plans shall be subject to approval by the Director.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>17. In the event of a conflict between the regulations of this Section and regulations issued by the ABC, the ABC regulations shall control and be deemed to have modified contrary provisions of this Section.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

**APPLICANT NOTICE**

- This determination shall be effective for a period of two and a half (2 ½) years from its effective date, after which time, a new determination is required if relevant State Alcoholic Beverage Control permits have not been obtained or if alcohol service is not actively pursued.
- Commencement of operations on the premises under this exemption shall constitute Owner's and Operator's acknowledgement and acceptance of all conditions contained herein and that failure to comply with any and all conditions shall constitute grounds for potential revocation of the exemption approval.

***This part completed by City staff:***

\_\_\_\_\_  
STAFF NAME  
Acting Zoning Administrator

\_\_\_\_\_  
Date

## SAMPLE SEATING CHART TO INCLUDE ON PLANS

<b>Customer Seating</b>	
Number of Indoor Seats	
Number of Outdoor Seats	
Number of Bar Seats	
Number of Customer Waiting Seats	
TOTAL NUMBER OF SEATS	
<b>Restaurant Floor Area</b>	
Indoor Seating Area (SF)	
Outdoor Seating Area (SF)	
Bar Seating Area (SF)	
Back of House Area (Kitchen, office, storage, etc) (SF)	
Support Area (Restrooms, waiting area, etc.) (SF)	
TOTAL FLOOR AREA (SF)	

## SAMPLE SECURITY PLAN

BUSINESS NAME  
ADDRESS  
TELEPHONE

DATE

Chief of Police Cynthia Renaud  
City of Santa Monica  
333 Olympic Drive  
Santa Monica, CA 90401

RE: ADDRESS OF BUSINESS  
ALCOHOL EXEMPTION CASE NUMBER

Dear Chief Renaud:

In accordance with a proposed ownership change for an existing alcohol license we are submitting a security plan which addresses both physical and operational security issues for your review and approval. The following areas will be provided for in our operations:

### PHYSICAL SECURITY

A security system will be installed that will combine motion detectors, contacts at doors, hold up buttons strategically located, and an audio alarm to secure the premises. All doors and windows will be secured and locked at the end of business each day.

### OPERATIONAL SECURITY

Cash Control—Receipts will be deposited daily such that minimal cash will be maintained on the premises. Cash on the premises will be kept in a safe.

Outdoor Areas—The outdoor enclosed areas are constructed in a manner that does not readily allow ingress or egress other than via our normal entrances which are monitored by our staff.

We appreciate your review and approval of this security plan.

Sincerely,

\_\_\_\_\_  
BUSINESS OPERATOR NAME

\_\_\_\_\_  
BUSINESS OPERATOR SIGNATURE