



CITY OF SANTA MONICA – CITY PLANNING DIVISION ARB ADMINISTRATIVE APPROVAL APPLICATION

SINGLE TRADE PERMITS

*If you have any questions about completing this application,
please contact City Planning at (310) 458-8341 or planning@smgov.net*

GENERAL INFORMATION

PROJECT ADDRESS _____

DETAILED PROJECT DESCRIPTION

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

Name: _____ Organization Name: _____

Address: _____ City/State: _____ Zip: _____

Phone: _____ Email: _____

CONTACT PERSON *(If different from Applicant)*

Name: _____ Organization Name: _____

Address: _____ City/State: _____ Zip: _____

Phone: _____ Email: _____

Relation to Applicant: _____

PROPERTY OWNER *(Not tenant or business owner)*

Name: _____ Organization Name: _____

Address: _____ City/State: _____ Zip: _____

Phone: _____ Email: _____

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

THIS SECTION IS TO BE COMPLETED BY CITY PLANNING STAFF

Authorized by Resolution No. _____ ARB No.: _____

Is the Project Site Listed on the HRI? Yes No Date Approved: _____

Amount Paid: _____ Approved By: _____

SUBMITTAL REQUIREMENTS – SINGLE TRADE PERMITS

Pursuant to SMMC Section 9.55.170, design review is required for all exterior modifications, improvements, and additions to multi-unit, mixed-use, commercial, industrial, and some single-unit developments. However, if the subject property is a Landmark or located within a Historic District, a different review process is required. If the subject property is historically designated, please contact City Planning Landmark staff.

All required submittal materials must be submitted as a single PDF.

COMPLETED AND SIGNED APPLICATION FORM

REQUIRED SUBMITTAL MATERIALS PURSUANT TO PROPOSED SCOPE OF WORK:

❖ **Window and Door Replacements**

- Site plan identifying location of proposed improvements (aerial image is acceptable).
- Colored photographs of existing windows/doors to be replaced and entire building elevations.
- Manufacturers catalogue, cut sheets, or brochures identifying proposed windows/doors. Information regarding style/window operation, materials, colors, glazing, sizes, finishes, and installation methods (e.g. nail-on, block frame, or retrofit) must be provided.

❖ **Roof Replacements** *(Design review is not required for flat roofs.)*

- Aerial image of the property in color.
- Colored photographs of existing elevations.
- Manufacturers catalogue, cut sheets, or brochures identifying proposed roofing material and color.

❖ **Mechanical Equipment and Screening** *(Design review may not be required if existing screening is already provided. See below.)*

- Site plan identifying the location of the proposed mechanical equipment that includes the following information: parcel dimensions, location of existing buildings, distance of proposed equipment from parcel lines, labeled public rights-of-way, parking layout, trash enclosures, perimeter fences/walls, landscaping, and other information as appropriate.
- Manufacturers catalogue, cut sheets, or brochures providing information regarding the proposed equipment. Information regarding equipment dimensions must be provided.
- Plans and elevations of proposed screening method, including information regarding materials, colors, and dimensions of the screen and mechanical equipment. Pursuant to SMMC Section 9.21.140, all exterior mechanical/electrical equipment shall be screened on all vertical sides at least to the height of the equipment and incorporated into the design of buildings to the maximum extent feasible. Screening materials may include landscaping or materials that shall be consistent with the exterior colors and materials of the building.
- If existing screening is already provided (including parapet walls), please provide plans and/or photographic evidence that include height dimensions in your building permit submittal to illustrate adequate screening is in place pursuant to the above requirement.

❖ **Façade and Site Work** *(Exterior surfaces/finishes, trellises/pergolas, walls/fences, railings, landscaping, etc. Does not include signage.)*

- Site plan identifying location of proposed improvements (aerial image may be acceptable). For new structures, additional information such as parcel dimensions, location of existing buildings, and distances of the proposed subject structure from parcel lines are required.
- Renderings, plans, elevations, and/or colored photographs of existing conditions within the area of the proposed scope of work. All existing materials, colors, and etc. must be labeled.
- Renderings, plans, elevations, and/or manufacturers cut sheets/brochures of the proposed scope of work. Information such as materials, colors, dimensions, and other information as appropriate must be provided.