



Application No.: _____

CITY OF SANTA MONICA – CITY PLANNING DIVISION
ADMINISTRATIVE APPROVAL APPLICATION
(100% AFFORDABLE HOUSING PROJECTS
AND CODE COMPLIANT TIER 2 HOUSING PROJECTS)

*Applications must be submitted at the City Planning public counter. City Hall is located at 1685 Main Street, Santa Monica, CA 90401.
If you have any questions completing this application you may contact City Planning at (310) 458-8341 or planning@smgov.net.*

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: _____

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.

GENERAL INFORMATION

Property Owner's Name (PRINT)

Property Owner'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: _____

PROJECT INFORMATION

Proposed Use(s):

Total Square Footage: _____ square feet

No. of Stories: _____

Building Height: _____

Commercial Square Footage: _____ square feet

Residential Square Footage: _____ square feet

No. of Parking Spaces: _____

No. of Residential Units: _____

Unit Mix:

- # Studio _____
- # 1 bedroom _____
- # 2 bedroom _____
- # 3 bedroom _____

Affordable Housing (Chapter 9.64):

Fee Option (Y/N): _____

On-site units:

- # Studio _____
- # 1 bedroom _____
- # 2 bedroom _____
- # 3 bedroom _____

Off-site units:

- Location: _____
- # Studio _____
 - # 1 bedroom _____
 - # 2 bedroom _____
 - # 3 bedroom _____

PLANNING APPLICATION – SUBMITTAL REQUIREMENTS

Application Form

- One original and 6 copies of application form. All the information requested on the application must be provided.

Community Meeting (See page 6)

- Signed declaration certifying that a community meeting with property owners and tenants within a 750-foot radius of the proposed project has been conducted prior to submittal of this application, pursuant to Interim Zoning Ordinance No. 2633 and the 12th Supplement to the Executive Order of the Director of Emergency Services Declaring the Existence of a Local Emergency issued on April 24, 2020.

****Application will not be accepted until this requirement is complete. ****

Project Plans

- Seven (7) 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:
 1. Plot Plan for Planning Permits (see Plot Plan Requirements attachment). 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 and interior layout. Please show floor area calculations. In the case of remodeling, existing and proposed dimensioned floor plans, as well as a demolition plan, are required.
 - 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.)
 - Other such information, drawings, plans, and renderings that may be helpful.

Application Fees

- The payment of an application fee is required. Please contact City Planning for current list of fees. **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 Waiting Period Required (For Structures 40 Years or Older)

- 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 the proposed development of this property will require a demolition permit. A demo permit application has been filed with the City and no historic designation application has been filed on the property during the 75-day waiting period.

****Application will not be accepted until this requirement is complete.****

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:

- On-site compliance
- Affordable Housing fee
- Off-site compliance
- Land option

Acknowledgement Regarding Use of Rental Units

- In accordance with Interim Zoning Ordinance No. 2633, prior to issuance of building permit a deed restriction for all rental units within the proposed project shall be recorded with Los Angeles County requiring the following:
 - i. All leases shall be made only to a tenant who is a natural person or to tenants who are natural persons;
 - ii. All leases shall be made only to a tenant or tenants who, regardless of the term of occupancy, intend to make the rental unit the tenants' domicile as defined in California Elections Code Section 349(b);
 - iii. All prospective tenants shall be offered a written lease which has a minimum term of one (1) year; and
 - iv. All units shall be leased as unfurnished units.

Transportation Demand Management

- Two (2) Copies of a draft Transportation Demand Management (TDM) Plan, if applicable, in accordance with the requirements of SMMC Chapter 9.53

A draft TDM Plan is required if the Project meets the requirements of its respective Project Type:

- *Nonresidential projects: 7,500 square feet or more.*
- *Residential projects: 16 or more residential units.*
- *Mixed-use projects: 16 or more residential units with any associated nonresidential floor area or 7,500 sf or more of nonresidential floor area with any number of residential units.*



**DECLARATION CERTIFYING VIRTUAL COMMUNITY MEETING HELD
DURING COVID-19 EMERGENCY
FOR 100% AFFORDABLE HOUSING PROJECTS
AND CODE COMPLIANT TIER 2 HOUSING PROJECTS**

Pursuant to Interim Zoning Ordinance No. 2633 and the 12th Supplement to the Executive Order of the Director of Emergency Services Declaring a Local Emergency, prior to submittal of an Administrative Approval application, applicant shall conduct a virtual community meeting with property owners and tenants within a 750-foot radius of the proposed project. At this meeting, applicant shall present one or more schematic design options for the proposed project and provide two (2) weeks for public comment on a project website established by the applicant. To the extent feasible, applicant shall incorporate comments from the virtual meeting into the proposed project design.

Project Address: _____

The following information must be provided to show proof of the community meeting:

- Project website: _____
- Virtual community meeting information:
 - Date: _____
 - Time: _____
 - Meeting link: _____
- Photo of site posting to include: *(See page 7)*
 - Contact Information for person who can answer questions about the project
 - Link to project website
 - Date and time of virtual community meeting
- Address list of all property owners and tenants within a 750-radius of the proposed project
- Copy of written notice sent to property owners and tenants.
- Schematic design option(s) presented at virtual community meeting.
- Written summary of all comments received at virtual community meeting.
- Narrative of how and if comments were addressed in the proposed project.

In addition to the above information, please sign the following declaration:

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Applicant Name (Print)

Applicant Signature

Date

Place

PERMIT APPLICATION SUBMITTAL REQUIREMENTS

EXAMPLE OF REQUIRED SITE POSTING

4'

NOTICE OF PENDING ADMINISTRATIVE APPROVAL

Site Address: _____

Application Number: _____

Proposed Project: *(In this space, using as many lines as needed, describe the project including uses, size, number of stories, number of units, number of parking spaces, and any requested variances and/or modifications)* _____

Applicant: _____

Address: _____

Contact Information: *(Phone number & email address)* _____

Project Website: _____

Date/Time of Virtual Community Meeting: _____

Meeting Link: _____

Timeframe to Comment: _____

**Attach Rendering
of Project Here**

For further information, contact the City of Santa Monica City Planning Division, (310) 458-8341; planning@smgov.net

Para informacion sobre este Permiso de Desarrollo, favor de llama (310) 458-8341

3'