



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

CITY OF SANTA MONICA – CITY PLANNING DIVISION  
ADMINISTRATIVE PERMIT APPLICATION

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.

GENERAL INFORMATION

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

**PLANNING ENTITLEMENTS REQUESTED:**

- Administrative Approval
- Reasonable Accommodations
- Alcohol Exemption (only page 5 required)
- Temporary Use Permit
- Alcohol Determination (only page 5 required)
- Zoning Conformance Review
- Minor Modification

*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 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. (*\*Only one copy of the application is necessary for alcohol-related applications*)

### Project Plans

- For New Construction/Addition Projects only: Three (3) full size (not to exceed 24"x 36") sets of plans, folded to a maximum size of 10" x 14", and four (4) 11"x17" sets of plans.  
For All Others: Three (3) 11"x17" sets of plans.

Plan sets must include the following, as applicable:

1. Plot Plan for Planning Permits (see attached Plot Plan Requirements). 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, interior layout including seating arrangements in restaurants, bars and the like. 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 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.**

**Demolition Permit Review 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.) The Landmarks Commission must review demolition permit applications for structures that are 40 years or older. The Landmarks Commission may exercise its authority to nominate the property for Landmark Designation, and/or designate the property (structure and or parcel) as a Landmark, Landmark Parcel, or Structure of Merit in accordance with and based on findings established in Chapters 9.56 and 9.58 of the Santa Monica Municipal Code.
- My property contains a structure (or structures) 40 years old or older and the proposed development of this property will require a demolition permit. My application for a demolition permit has been reviewed by the Santa Monica Landmarks Commission and the 75-day review period has expired.

**\*\*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:

- |                                                     |                                                        |
|-----------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> <u>On-site compliance</u>  | <input type="checkbox"/> <u>Affordable Housing fee</u> |
| <input type="checkbox"/> <u>Off-site compliance</u> | <input type="checkbox"/> <u>Land option</u>            |

**Transportation Demand Management**

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

*A Preliminary 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.*



## SUPPLEMENTAL APPLICATION FOR ALCOHOL APPLICATIONS

Address: \_\_\_\_\_

The following information must be provided:

- Proposed hours of operation.
- Description 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 establishment mounted on 8 ½" x 11" sheets.
- A complete set of floor plans, drawn to scale, which show the following:
  - Number of restaurant seats
  - 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
  - Square footage and linear shelf space of alcohol display if liquor is proposed to be sold for off-site consumption
  - If entertainment is proposed, floor plans must show area devoted to such uses and the applicant should indicate hours of such use
  - Number and location of any televisions or video projectors
- Copy of proposed Alcohol Awareness Server Training Policies.
- Copy of proposed Designated Driver Program.
  - Copy of security plan for the establishment approved by the Santa Monica Police.



## SUPPLEMENTAL APPLICATION FOR TEMPORARY USE PERMITS

Address: \_\_\_\_\_

The following information must be provided, as applicable:

- A description of the type of use and improvements proposed.
- A description of existing on-site uses and neighboring uses.
- Details and a drawing of existing and proposed parking on-site, and a description of parking arrangements and traffic control to be provided. If the proposed event is utilizing existing on-site parking areas, valet parking with sufficient parking spaces to service the event will generally be required at an off-site location at no charge.
- The days and hours of the event, including any set up and clean up. If this is a recurring event, the future dates the event will occur.
- A description of any temporary structures and/or lighting.
- A description of any public address system and placement/orientation of loudspeakers, if any.
- Details on how solid waste and litter will be handled.
- A description of security arrangements.
- A description of any proposed alcohol service and/or sales and a copy of the ABC license authorizing alcohol service if alcohol is to be served at the event. If alcohol service is proposed, the applicant must provide on-site security through the Santa Monica Police Department. It is the applicant's responsibility to pay for any security services subject to this requirement.
- A description of sanitary facilities that will be provided.
- A description of any special signage proposed.
- An estimate of the attendance at the event.
- An indication of any temporary fencing to be provided.
- A description of how neighboring residents, businesses, and properties will be protected from any adverse effects that might result from the proposed use (such as, but not limited to, noise, parking, intrusion, litter, etc.).
- SMMC Section 9.44.050 requires that any approved Temporary Use Permit shall be posted at the subject property for a minimum period of 7 days from the date the decision is issued.

**OAKS INITIATIVE DISCLOSURE FORM**  
**\*\* Required for all Applications \*\***

Pursuant to City Charter Article XXII, The Taxpayer Protection Amendment of 2000, the applicant is required to disclose all of its trustees, directors, partners, officers, and those with more than a ten percent (10%) equity, participation or revenue interest in Applicant / Contractor.

**Identify the names of the following individuals**

Applicant / Contractor:

---

Trustees, directors, partners, officers of the Applicant / Contractor (attach additional sheets if necessary):

---

---

---

---

---

---

---

---

---

---

---

Those with more than a 10% equity, participation or revenue interest in Applicant / Contractor (attach additional sheets if necessary):

---

---

---

---

---

---

---

---

---

---

---