



Traffic Management Division  
1685 Main Street – Room 115, PO Box 2200  
Santa Monica, California 90407-2200  
traffic.engineering@smgov.net  
310/458-8291 • fax: 310/576-9170

## AUTO DELIVERY ROUTE FORM

### 1. BUSINESS INFORMATION

Please complete using block letters (or attach a business card) and sign:

Business Name: \_\_\_\_\_

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

Business Telephone: \_\_\_\_\_

Owner or Agent Name: \_\_\_\_\_

Owner or Agent Signature: \_\_\_\_\_

### 2. DELIVERY ROUTE NARRATIVE

Fill in your delivery route, following the example provided on the instruction sheet. If alternate routes are required, attach additional sheets as needed, following this format:

Turn \_\_\_\_\_ on \_\_\_\_\_  
(Right or Left) (Traffic Flow Direction) (Street Name)

Turn \_\_\_\_\_ on \_\_\_\_\_  
(Right or Left) (Traffic Flow Direction) (Street Name)

Turn \_\_\_\_\_ on \_\_\_\_\_  
(Right or Left) (Traffic Flow Direction) (Street Name)

Turn \_\_\_\_\_ on \_\_\_\_\_  
(Right or Left) (Traffic Flow Direction) (Street Name)

Turn \_\_\_\_\_ on \_\_\_\_\_  
(Right or Left) (Traffic Flow Direction) (Street Name)

Turn \_\_\_\_\_ on \_\_\_\_\_  
(Right or Left) (Traffic Flow Direction) (Street Name)

Turn \_\_\_\_\_ to enter driveway at \_\_\_\_\_  
(Right or Left) (Business address)

### 3. AUTO DELIVERY ROUTE MAP

Please mark your delivery route on the City of Santa Monica Truck Route Map using a colored pen or highlighter. Indicate direction of travel by arrows, as shown on the example provided on Auto Delivery Route Instructions.

Send signed, completed form and map to:

**CITY OF SANTA MONICA**  
**Traffic Management Division**  
**Attention: Auto Delivery Plan**  
**1685 Main Street, Room 115, P.O. Box 2200**  
**Santa Monica, CA 90407-2200**

## AUTO DELIVERY ROUTE INSTRUCTIONS

Sections 9.31.060 and 9.31.070 of the Santa Monica Municipal code require auto-related businesses to submit and adhere to auto delivery routes. The purpose of this requirement is to ensure auto-related facilities operate harmoniously with adjacent and surrounding uses. Return your plan to the address above marked Attention: Auto Delivery Route.

The following practices must be observed during auto delivery:

- Route must be on the streets designated as primary and secondary truck routes, indicated on the City Truck Route Map
- No U-turns are permitted along the route
- No use of alleys (except to enter or exit business located on alley)
- Loading and unloading of vehicles is limited to the hours of 8:00 a.m. to 5:00 p.m., Monday through Saturday\*
- Vehicle off-loading shall not be permitted from streets that abut residential parcels in Residential District\*

\* Alternative operational plans must be approved by the Director of Planning and Community Development.

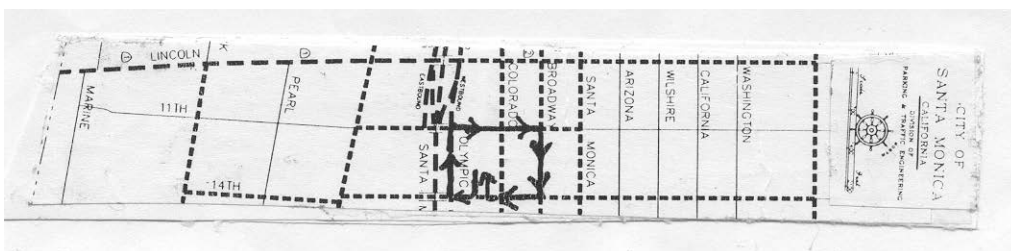
All three parts of the form must be fully completed for approval.

1) Business Information. On the Auto Delivery Route Form, please complete the Business Information section or attach a business card, and sign as owner or owner's agent.



2) Delivery Route Narrative. Write the description of your route from point of entry into the City to the final destination in the spaces provided. Use abbreviations for traffic flow direction (NB for northbound, EB for eastbound, SB for southbound, WB for westbound) For example:

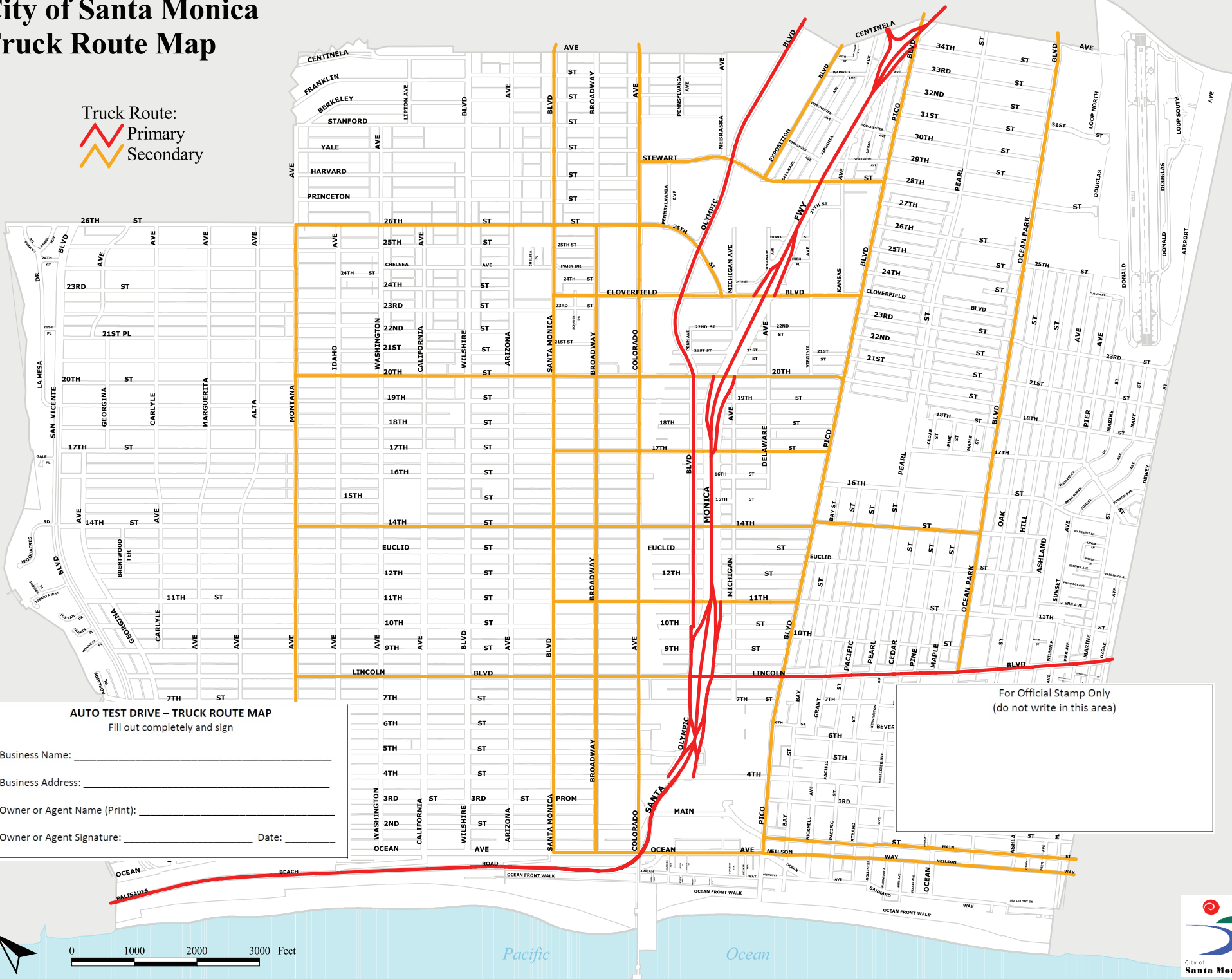
Exit driveway from 1544 14th Street  
Turn right on SB 14th Street  
Turn right on WB Olympic Blvd.  
Turn right on NB 11th Street  
Turn right on EB Broadway  
Turn right on SB 14th Street  
Turn right into the driveway at 1544 14th Street

3) Delivery Route Map. On the City of Santa Monica Truck Route Map, mark test drive route using colored pen or highlighter indicating direction of travel by arrows as shown in the sample below:



# City of Santa Monica Truck Route Map

Truck Route:  
 Primary  
 Secondary



**AUTO TEST DRIVE – TRUCK ROUTE MAP**  
 Fill out completely and sign

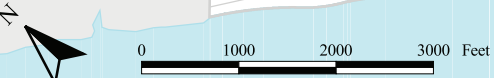
Business Name: \_\_\_\_\_

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

Owner or Agent Name (Print): \_\_\_\_\_

Owner or Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Official Stamp Only  
 (do not write in this area)





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## **Auto Dealership Loading and Unloading: Guidelines for Compliance**

Per Santa Monica Municipal Code 9.31.070, auto dealership operators in Santa Monica are responsible and liable for any activities of a common carrier, operator or people involved with loading or unloading of vehicles. Dealerships are also responsible to annually confirm compliance with this section of the municipal code.

Please provide the following information in writing to the Traffic Management Division regarding compliance with the City's requirements:

### **1. Proposed Loading and Unloading Zone Locations**

The community's first priority is to have vehicles loaded and unloaded on private property, either directly on the dealership site or at another property not at the dealership proper. Entitlements for some dealerships may require unloading to occur on private property. Should you need to request a zone in the public right-of-way please be sure not to use any alleys, keep neighboring driveways clear and contain activity adjacent to dealership property. A revocable permit with terms and conditions may be required for use of public property.

Please provide a narrative of proposed loading and unloading locations. You may be required to provide a sketch or drawn plan regarding the operation if it is determined necessary by the Traffic Management Division.

### **2. Days and Times of Delivery**

Loading and unloading of vehicles is limited to the hours of 8am to 5pm Monday through Friday and 9am to 5pm on Saturday. This activity is prohibited on Sundays and legal holidays. Please note that some dealerships have additional requirements per their entitlements.

### **3. Travel Routes**

If vehicles are dropped off at a location that is not adjacent to the dealership, please communicate the route that vehicles are driven to get their storage destination. This may be in the form of a map or a narrative. Vehicles must be driven on truck routes as much as possible. A map of these routes is attached.

Please submit this information to the above address.