



**CITY OF SANTA MONICA – CITY PLANNING DIVISION
LANDMARKS COMMISSION
APPLICATION FOR CERTIFICATE OF ECONOMIC HARDSHIP**

This part to be completed by City staff

L.C. Case No.: _____
 Received By: _____
 Date Submitted: _____

Amount Paid: \$ _____
 Check No.: _____

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: _____	<p align="center">NOTES TO APPLICANT</p> <p><i>Please complete all applicable sections of this application and submit all required materials. Incomplete applications will not be accepted for filing.</i></p> <p><i>Landmarks Commission meets on the second Monday of each month.</i></p> <p><i>The applicant, representative, or legal owner familiar with the project must be present at the Landmarks Commission meeting.</i></p> <p><i>A decision on a project is rendered at the hearing. The Landmarks Commission may approve, conditionally approve, or deny an application.</i></p> <p><i>All decisions by the Landmarks Commission are subject to a 10-day appeal period. An official appeal form and fee schedule is available at the City Planning Division Public Counter. Appealed projects will be scheduled for a hearing before the City Council.</i></p>
	Land Use Element District: _____ Zoning District: _____	
	Assessor Parcel: _____ Lot Size: _____	
	APPLICANT	
	Name: _____	
	Address: _____ Zip: _____	
	Phone: _____ Fax: _____	
	Email: _____	
	CONTACT PERSON (if different) (Note: All correspondence will be sent to the applicant)	
	Name: _____	
Address: _____ Zip: _____		
Phone: _____ Fax: _____		
Email: _____		
Relation to Applicant: _____		
PROPERTY OWNER		
Name: _____		
Address: _____ Zip: _____		
Phone: _____ Fax: _____		
DESCRIPTION OF PROPOSED WORK: _____		

APPLICATION REQUIREMENTS

Any or all of the following supplemental information is required:

1. Cost estimate of the proposed construction, alteration, demolition, or removal, and an estimate of any additional cost that would be incurred to comply with the recommendations of the Landmarks Commission for changes necessary for the issuance of a Certificate of Appropriateness. In connection with any such estimate, rehabilitation costs which are the result of the property owners intentional or negligent failure to maintain the designated landmark or property in good repair shall not be considered by the Landmarks Commission in its determination of whether the property may yield a reasonable return to the owner.
2. A report from a licensed engineer or architect with experience in rehabilitation as to the structural soundness of any structures on the property and their suitability for rehabilitation.
3. Estimated market value of the property in its current condition; estimated market value after completion of the proposed construction, alteration, demolition, or removal; estimated market value after any changes recommended by the Landmarks Commission; and in the case of a proposed demolition, estimated market value after renovation of the existing property for continued use.
4. In the case of a proposed demolition: an estimate from an architect, developer, real estate consultant, appraiser, or other real estate professional experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure on the property.
5. Amount paid for the property, the date of purchase, and the party from whom purchased. Including a description of the relationship, if any, between the owner of record or applicant and the person from whom the property was purchased and any terms of financing between the seller and buyer.
6. If the property is income-producing, the annual gross income from the property for the previous two years; itemized operating and maintenance expenses for the previous two years; and depreciation deduction and annual cash flow before and after debt service, if any during the same period.
7. If the property is not income-producing, projections of the annual gross income which could be obtained from the property in its current conditions, in its rehabilitated condition, or under such conditions that the Landmarks Commission may specify.
8. Remaining balance on any mortgage or other financing secured by the property and annual debt service, if any, for the previous two years.
9. All appraisals obtained within the previous two years by the owner or applicant in connection with the purchase, financing or ownership of the property.
10. Any listing of the property for sale or rent, price asked, and offers received, if any, within the previous two years.
11. Assessed value of the property according to the two most recent assessments.
12. Real estate taxes for the previous two years.
13. Form of ownership or operation of the property, whether sole proprietorship, for profit or non-profit corporation, limited partnership, joint venture, or other.
14. Any other information considered necessary by the Landmarks Commission to a determination as to whether the property does yield or may yield a reasonable return to the owners.

NOTES TO APPLICANT

For more information, please refer to SMMC Section 9.56.160 and amendment per Ordinance #2064(CCS).

SKETCH MAP:

In the space below, draw a sketch showing the location of the proposed site or structure. Label streets and roads and show distance from nearest major intersection. Please also show a north arrow on the map.

NOTES TO APPLICANT

All applicants are encouraged to contact and describe the subject application to adjacent property owners and tenants prior to submittal.

I hereby certify that the information contained in this application is correct to the best of my knowledge and that this application is made with the knowledge and consent of the property owner.

Applicant's Name (PRINT) Applicant's Signature Date

Driver's License Number: _____ State: _____ Exp. Date: _____

SIGN POSTING REQUIREMENTS
For Application for the Certificate of Economic Hardship

The property shall be posted with a sign prior to filing the application. When the application is filed, the applicant must submit two photographs of the sign to verify its posting. One photograph must clearly show the sign text. The second photograph must show the location of the sign on the property. At least ten days prior to the public hearing date, the applicant must submit another photograph to verify that the project case number and the public hearing date have been correctly posted on the sign. Failure to submit this photograph shall be cause for the continuance of the hearing. The applicant shall also submit to the Zoning Administrator an affidavit verifying that the sign was posted on the site. Failure to post the sign, required information or conform to placement or graphic standards will result in delay of the application.

The posting affidavit must be returned to the City Planning Division. The sign shall conform to the following requirements:

1. Size: Shall be twelve (12) square feet in sign area (generally three feet by four feet).
2. Height: Shall not exceed eight (8) feet from ground level.
3. Location: Not less than one (1) foot nor more than ten (10) feet inside the property line, in an area most visible to the public. Signs may be attached to a building at zero setback if none exists.
4. The sign shall not be illuminated.
5. Only one such sign may be displayed per street frontage unless otherwise permitted by the Building Officer.
6. The sign shall include only the following factual information:
 - a. Title: **NOTICE OF PENDING CERTIFICATE OF ECONOMIC HARDSHIP**
 - b. Landmarks Commission case number: (e.g. **L.C. Case No. 03CEH-001**) To be inserted after application is filed.
 - c. Brief explanation of the request: (e.g. Proposed Second Story Addition to a Contributing Building OR Proposed Demolition of Rear Balcony on Second Floor; do not use descriptive words such as "luxurious", "elegant", etc.)
 - d. Name and telephone number of project proponent
 - e. Location of property
 - f. Permit number
 - g. Date, time, and location of public hearing to be inserted when hearing date has been sent. **If the hearing date is changed, the new hearing date must be marked on the sign.** Dates shall be changed for items appealed to the Planning Commission. The applicant is responsible for proper posting of the site.
 - h. City Planning Division phone number: (310) 458-8341
7. **The lettering style shall be a standard typeface (Helvetica or similar).** The lettering size shall be 2-inch capital letters for the title and project case number. All other letters shall be 1 inch in size and may be either capitals or upper and lower case. **All letters shall be black upon a white background.**
8. The signs shall remain in place until after the 10 day appeal period has passed following a final decision by the Landmarks Commission. If an appeal is filed, the sign shall remain in place, with the new hearing date noted, until the final decision by the Planning Commission. The sign shall be removed with ten (10) days of either the end of the appeal period or the final decision of the Planning Commission, whichever applies.

