



Application No.: _____

CITY OF SANTA MONICA – CITY PLANNING DIVISION DISCRETIONARY 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: _____

DETAILED PROJECT DESCRIPTION (or summarize here and attach additional sheets as necessary to fully describe the proposed project)

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.

Property Owner's Name (PRINT)

Property Owner's Signature / Date

This part to be completed by City staff:

Received By: _____

Date Submitted: _____

Amount Paid: \$ _____

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 ENTITLEMENTS REQUESTED (check all that apply):

- | | | |
|--|--|---|
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Minor Use Permit | <input type="checkbox"/> Major Modification |
| <input type="checkbox"/> Development Review Permit | <input type="checkbox"/> Development Agreement | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Waiver | | |

NEIGHBORHOOD NOTIFICATION

PLANNING APPLICATION – SUBMITTAL REQUIREMENTS

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.****

Application Form

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

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.**

Rent Control Status Form

- Certification by the Rent Control Administration of the Rent Control status of the property is required. Applications submitted without this form will not be processed by the City Planning Division. Forms are available in the Rent Control offices, Room 202 in City Hall.

Other Project-Related Applications

- If applicable, copies of any application materials for other required planning permits. Information on required planning permits and application materials is available at the City Planning Division public counter, Room 111 of City Hall.

Project Plans

- Two (2) full size (not to exceed 24"x 36") sets of plans, folded to a maximum size of 10" x 14", **and** six (6) 11x17 size sets of plans, including the following, as applicable:
- Plot Plan for Planning Permits (see attached Plot Plan Requirements). At plan check, a more detailed Site Plan will be required.
 - 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.).
 - Such other information, drawings, plans, and renderings that may be helpful in assisting the Zoning Administrator, Planning Commission (or City Council on appeal) arrive at a decision.

Photos

- Applications must include one (1) set of labeled and color photographs on 8 1/2" x 11" sheets showing all elevations of the project site and all surrounding properties and uses. Photos should be labeled with site address and description of photo content. Please note that a total of eighteen (18) sets of these color photographs will be required for submission for any Planning Commission hearing.

Photo Montage

- For new development projects, applications must also include a color photo montage including photos of all sites on the street within the subject city block and an image of the project to scale placed on-site. Because the photo montage will assist decision makers in evaluating the project for neighborhood compatibility, it must be produced to scale. The minimum size of the rendering should be 11" x 17".

Project Rendering

- For new development projects, a minimum 8" x 11" rendering of the street front elevation and adjacent properties, showing building design, colors and materials and mature (3 year old) landscaping. This image can be the same rendering image used in the Photo Montage referenced above.

Sign Posting Requirement

- By checking here, applicant acknowledges that the subject site must be posted with a hearing notice within 15 days after this application is filed (see attached Sign Posting Requirements), and that photographic proof of posting is required to complete the application. Failure to properly post hearing signs may delay the public hearing.

Model

- Presentation of a model of the project to the Planning Commission (or City Council on appeal) is required for projects of 15,000 sq. ft. or more and recommended for all projects. The model may be either a physical representation or computer-generated model with a minimum of 3 views. The model shall include:
- Massing of adjacent and proposed building
 - Relationship of proposed building to the street
 - Primary and secondary elements including fenestration, roof decks, balconies, etc.

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> |

Conditional Use Permits for Alcohol

Conditional Use Permit applications for the sales and service of alcoholic beverages must also include the following:

- Supplemental Application for Alcohol Permits

Tier 2 Community Benefits

Applications for Tier 2 projects providing community benefits pursuant to SMMC Chapter 9.23 must also include the following:

- A separate sheet detailing the proposed community benefits in accordance with SMMC Chapter 9.23

Transportation Demand Management

- If applicable, two (2) copies of a Preliminary Transportation Demand Management (TDM) Plan 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.*

Development Agreement

Development Agreement applications must also include the following:

- A proposed Development Agreement contract
- A detailed description why a Development Agreement is requested, other potential permit options, any unique circumstances, and potential community benefits

Additional Information

All decisions on project applications are based upon the findings of fact that are required by the Santa Monica Municipal Code.

The effective date of the decision by the Zoning Administrator or Planning Commission is 14 calendar days after the date of action. Decisions of the Zoning Administrator are appealable to the Planning Commission. Decisions of the Planning Commission are appealable to the City Council.

An appeal of the Zoning Administrator or Planning Commission decision may be made within this period by completing an appeal form, available from the City Planning Division, referencing the specific project and stating the reasons for the appeal. Any interested person, Planning Commissioner, or City Council member may make an appeal. The appeal form must be accompanied by an appeal fee (see current list of fees in Room 111 of City Hall). An appeal will have the effect of staying all action on the matter until a decision is reached in a public hearing before the Planning Commission or City Council, whose decision will become final immediately.

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):

DISCRETIONARY PERMIT APPLICATION SUBMITTAL REQUIREMENTS

Santa Monica Sustainable City Program (please read)

We live in a time in which increased population growth, high levels of consumption and the desire to feed growing economies have created escalating demands on our resources - natural, human and social - on a local, regional, and global scale. These demands negatively impact the natural environment, our communities and the quality of our lives. In the face of these challenges, people worldwide have developed a growing concern for the environment and a desire to live sustainably.

In 1994 the Santa Monica City Council took steps to address these pressures locally by adopting the Santa Monica Sustainable City Program. The Sustainable City Program was initially proposed in 1992 by the City's Task Force on the Environment to ensure that Santa Monica can continue to meet its current needs – environmental, economic and social - without compromising the ability of future generations to do the same. It is designed to help us as a community begin to think, plan and act more sustainably – to help us address the root causes of problems rather than the symptoms of those problems, and to provide criteria for evaluating the long-term rather than the short-term impacts of our decisions – in short, to help us think about the future when we are making decisions about the present.

The program includes goals and strategies, for the City government and all sectors of the community, to conserve and enhance our local resources, safeguard human health and the environment, maintain a healthy and diverse economy, and improve the livability and quality of life for all community members in Santa Monica. (*A full copy of the Sustainable City Program is available upon request.*)

Please review and familiarize yourself with the goals of the Santa Monica Sustainable City Program outlined below. Please take some time to consider how the proposed project and/or components of the project are consistent with or relate to the goals of the Santa Monica Sustainable City Program. After reading each topic and the corresponding goals, please acknowledge your understanding of the goals by providing your signature and providing a supplemental sheet that details how your project may be consistent with the goals.

RESOURCE CONSERVATION

Goals

Across all segments of the *community*:

1. Significantly decrease overall community consumption, specifically the consumption of *non-local, non-renewable, non-recyclable and non-recycled materials, water, and energy and fuels*. The City should take a leadership role in encouraging *sustainable procurement, extended producer responsibility* and should explore innovative strategies to become a *zero waste city*.
2. Within renewable limits, encourage the use of local, non-polluting, *renewable* and recycled resources (water, energy – wind, solar and geothermal – and material resources)

ENVIRONMENTAL AND PUBLIC HEALTH

Goals

1. Protect and enhance environmental health and public health by minimizing and where possible eliminating:
 - The use of hazardous or toxic materials, in particular POPs (persistent organic pollutants) and PBTs (persistent bioaccumulative & toxic chemicals), by residents, businesses and City operations;
 - The levels of pollutants entering the air, soil and water; and
 - The risks that environmental problems pose to human and ecological health.
2. Ensure that no one geographic or socioeconomic group in the City is being unfairly impacted by environmental pollution.
3. Increase consumption of fresh, locally produced, organic produce to promote public health and to minimize resource consumption and negative environmental impacts.

TRANSPORTATION

Goals

1. Create a multi-modal transportation system that minimizes and, where possible, eliminates pollution and motor vehicle congestion while ensuring safe mobility and access for all without compromising our ability to protect public health and safety.
2. Facilitate a reduction in automobile dependency in favor of affordable alternative, sustainable modes of travel.

ECONOMIC DEVELOPMENT

Goals

- 1. Nurture a diverse, stable, *local economy* that supports basic needs of all segments of the community.
- 2. Businesses, organizations and local government agencies within Santa Monica continue to increase the efficiency of their use of resources through the adoption of sustainable business practices. The City takes a leadership role by developing a plan by 2005 to increase the adoption of sustainable practices by Santa Monica businesses and encouraging *sustainable businesses* to locate in Santa Monica.

OPEN SPACE AND LAND USE

Goals

- 1. Develop and maintain a sufficient open space system so that it is diverse in uses and opportunities and includes natural function/wildlife habitat as well as passive and active recreation with an equitable distribution of parks, trees and pathways throughout the community.
- 2. Implement land use and transportation planning and policies to create compact, mixed-use projects, forming urban villages designed to maximize affordable housing and encourage walking, bicycling and the use of existing and future public transit systems.
- 3. Residents recognize that they share the local ecosystem with other living things that warrant respect and responsible stewardship.

HOUSING

Goal

- 1. Achieve and maintain a mix of affordable, livable and green housing types throughout the city for people of all socio-economic / cultural / household groups (including seniors, families, singles, and disabled).

COMMUNITY EDUCATION AND CIVIC PARTICIPATION

Goals

- 1. Community members of all ages participate actively and effectively in civic affairs and community improvement efforts.
- 2. Community members of all ages understand the basic principles of sustainability and use them to guide their decisions and actions - both personal and collective.

HUMAN DIGNITY

Goals

Santa Monica will be a community in which:

- 1. All its members are able to meet their basic needs and are empowered to enhance the quality of their lives; and
- 2. There is access among community members to housing, health services, education, economic opportunity, and cultural and recreational resources; and
- 3. There is respect for and appreciation of the value added to the community by differences among its members in race, religion, gender, age, economic status, sexual orientation, disabilities, immigration status and other special needs.

I acknowledge the goals and policies of the Santa Monica Sustainable City Program.

Property Owner's Name (PRINT)

Property Owner's Signature / Date

City of
Santa Monica
Planning and Community Development Department
City Planning Division
(310) 458-8341

SIGN POSTING REQUIREMENTS

The property that is the subject of a Discretionary Permit application(s) shall be posted within 15 days of filing an application(s). Corner properties shall require a sign on each street-facing frontage. Within 15 days of the filing date, applicant shall email two photographs of each sign to the project planner verifying its posting. One photograph must clearly show the sign text, and the second photograph must show the location of the sign on the property. The applicant shall add the date and time of the public hearing as soon as this information is provided by the City and shall email photos of the signs, as described above, to the project planner within seven days. This shall be considered the posting affidavit. Failure to submit these photographs shall be cause for continuance of the hearing. The sign shall conform to the following requirements (see illustrated sign instructions on following page):

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. One such sign shall be displayed per street frontage.
6. The sign shall include only the following factual information (all applicable applications must be listed) :
 - a. Title: **NOTICE OF PENDING [Application(s) – CONDITIONAL USE PERMIT, DEVELOPMENT REVIEW PERMIT, etc.]**
 - b. Project case number: (e.g., **19ENT-0001**).
 - c. Brief explanation of the request: (e.g. Proposed 23,000 SQUARE FOOT COMMERCIAL BUILDING or PROPOSED 30-UNIT APARTMENT BUILDING; Do not use descriptive words such as “luxurious”, “elegant”, etc.)
 - d. Name, telephone number and email address of project proponent
 - e. Property address
 - f. Date, time, and location of public hearing to be inserted when public hearing date has been set. **NOTE:** If the hearing date is changed, the sign shall be changed to reflect the new hearing date. Dates shall also be changed when a decision is appealed and a date for the appeal hearing has been set. The applicant is responsible for proper posting of any and all changes and photo verification of such changes within one week of receiving information about the appeal hearing.
 - g. City Planning Division phone number (310) 458-8341 and email: planning@smgov.net
7. **The lettering style shall be a standard typeface (Arial 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 sign shall remain in place until after the 14-day appeal period has passed following a final decision by the Zoning Administrator or Planning 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 or City Council. The sign shall be removed within ten (10) days of either the end of the appeal period or the final decision of the Planning Commission or City Council, whichever applies.

DISCRETIONARY PERMIT APPLICATION SUBMITTAL REQUIREMENTS

EXAMPLE OF REQUIRED SIGN POSTING

4'

NOTICE OF PENDING _____

Site Address: _____
Application Number: _____
Proposed on this site: _____

Applicant: _____
Address: _____
Contact Information: _____

A Public Hearing for the City of Santa Monica (specify only correct hearing body: Zoning Administrator, Planning Commission, City Council) to consider this request will be held on:

DATE AND TIME OF HEARING: _____
LOCATION OF HEARING: City Council Chambers
1685 Main Street, Room 213

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 llamar (310) 458-8341

(Insert type of permit being requested, i.e., Development Review Permit, Conditional Use Permit, Variance, etc. List all requested permits on this line)

In this space, using as many lines as needed, describe the project including uses, size, number of stories, number of units, any requested variances and modifications)

On this line, list a phone number and email address

When posting, write "TBD" and update when date is set.



SUPPLEMENTAL APPLICATION FOR ALCOHOL APPLICATIONS

Address: _____

The following information must be provided:

- 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.
- A map drawn to scale showing any schools, parks, residences, churches, and other alcohol outlets within a 500' radius of the site. The map should also be accompanied by a list of such uses.
- 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.



CITY OF SANTA MONICA Plot Plan Requirements

The requirements of a Plot Plan are as follows:

1. Sheet size: Not larger than 24" by 36", nor smaller than 11" by 17"
2. Scale: Use a scale at a size adequate to show all information clearly. Indicate scale on plan.
3. North arrow (use directions with north located at top of sheet, and using assumed north rather than true north)
4. Title block which includes:
 - a. Project address
 - b. Applicant name, address and telephone number
 - c. Architect/engineer/designer name, address and telephone number
 - d. Architect/engineer/designer's seal
 - e. Date of plan
 - f. Box for revision dates
 - g. Sheet number
5. Street trees in the City street right-of-way adjacent to the project site.
 - a. The plans shall indicate the precise location of all trees, the species, and trunk diameter measured at 4 ½ feet above finish grade and the canopy spread.
 - b. A Tree Protection Zone that encompasses the canopy plus an additional radius of 10 feet
6. Proposed staging area for all construction activities as taking place outside of the Tree Protection Zone
7. Location of pool fence enclosure and pool equipment (for pools only)
8. Show all existing and proposed parking areas
9. Property dimensions (length and width) and property lines indicated. Label all property lines with "PL" notation
10. Building footprint of all structures on property, proposed use and zoning district
11. Adjacent streets, alleys and sidewalks with right-of-way labeled and dimensioned, with centerline of alley and any alley dedication required by the City labeled, with sidewalk and pavement widths shown and with an indication of distance to nearest intersection and neighboring driveways.
12. Easements
13. Exterior mechanical equipment
14. Signs
15. Driveway curb cuts, aprons and approaches
16. Parkways
17. Fences and gates
18. Indicate with arrows the slope of roof and the drainage flow directions. Runoff will not be permitted to empty into alleys or sheet across sidewalks except for single-family residences. Show all drain lines, area cleans, catch basins, downspouts, sump pumps, etc.
19. Label and indicate with arrows the slope of landscaped and paved areas; show finished surface elevation at all critical points, property corners, area drains, driveways and building finished floor
20. All setback dimensions, front, rear, and sides measured from property lines, and any projections into required setbacks dimensioned
21. Lot coverage calculation
22. Footprint and uses of existing and proposed structures, parking areas, driveways, planters/landscaping, and zoning district of adjacent property, including driveways and aprons on opposite side of street or alley
23. Location and dimensions of trash/recycling area
24. Unexcavated side yards
25. Dimension of any fixed object or landscaping located within 5-feet of the intersection of driveway and property line
26. Indicate where existing curb cuts are to be removed
27. Locations and dimensions of all proposed and existing parking areas, spaces, aisles, driveways (including cross slope), garage doors, sidewalks, and loading spaces