



Application No. _____

CITY OF SANTA MONICA – CITY PLANNING DIVISION
DESIGNATION APPLICATION

Landmark **Structure of Merit**

Applications must be submitted by appointment at the City Planning public counter, Room 111 at City Hall, located at 1685 Main Street, Santa Monica, CA 90401. To schedule an appointment or if you have any questions completing this application please call City Planning at (310) 458-8341.

GENERAL INFORMATION

PROJECT ADDRESS: _____

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: _____

Subject improvement is generally known as:

Existing use(s) of site: _____

Rent control status: _____

Status: Occupied Unoccupied

Recognized in the Santa Monica Historic Resources Inventory: Yes No

Condition: Excellent Good Fair Deteriorated Ruins Unexposed

Threats: None Private Development Vandalism

Public Works Project Zoning Other: _____

This part to be completed by City staff
Received By: _____ Amount Paid: \$ _____
Date Submitted: _____ Check No.: _____

NOTES TO APPLICANT

Please complete all applicable sections of this application and submit all required materials. Incomplete applications will not be accepted for filing.

Landmarks Commission meets on the second Monday of each month.

The applicant, representative, or legal owner familiar with the project must be present at the Landmarks Commission meeting.

A decision on designation is rendered at the hearing. 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.

~ Please Note ~

The following property and historical information identified below must be provided in order for your application to be determined complete by the City Planning Division.

You may provide information on additional sheets of paper.

NOTES TO APPLICANT

For more information on designation procedures, refer to SMMC Section 9.56.

PROPERTY INFORMATION

Description of site or structure, note any major alterations & dates of alterations:

Statement of architectural significance: _____

Statement of historic importance: _____

Person(s) of historic importance: _____

Local State National

Statement of other significance: _____

Documents and publications that relate directly to proposed improvement (bibliography): _____

FOR STRUCTURES ONLY:

Date of construction: _____ Factual Estimated

Source: _____

Architect/Designer/Engineer: _____

Contractor/ Other builder: _____

Architectural Style: _____

Historic Use of Structure(s): _____

Present Use of Structure(s): _____

Is/Are structure(s) on original site: Yes No Unknown

Is/Are structure(s) threatened with destruction: Yes No Unknown

If yes, state reason: _____

APPLICATION REQUIREMENTS – all items must be provided

- Completed Application.
- Payment of Fee, if applicable.
- Payment of Fee is **WAIVED** for Non-Profit Organizations. Documentation demonstrating Tax-Exempt Status must be included with this application and at the time of filing to be eligible for a Landmark/Structure of Merit Designation Application fee waiver.

Staff will confirm non-profit organization status prior to deeming this application complete.

- Eight (8) sets of labeled Color Photographs of the building elevations or improvement on 8½" x 11" paper** (Color photocopies are acceptable).
- Any information you feel would be of assistance in reviewing the application, such as original plans, old photos, or other historical information.

For structures only: if applicant is requesting approval of modifications, please submit all materials requested for a Certificate of Appropriateness Application.

I hereby certify that the information contained in this application is correct to the best of my knowledge.

Applicant's Name (PRINT)

Applicant's Signature

Date