



CITY OF SANTA MONICA – CITY PLANNING DIVISION
**OCCUPANCY PERMIT APPLICATION
FOR OCCUPANCY OF PROPERTY FOLLOWING
WITHDRAWAL PURSUANT TO THE ELLIS ACT**

This part to be completed by City staff

Application Number(s)

Filing Date: _____

Fee: \$ _____

Receipt#: _____

Received by: _____

Once a property has been withdrawn from the rental market under the procedures set forth in Government Code Sections 7060 et seq., there are specific requirements that must be met in order for the property to be subsequently occupied. The Planning Division is responsible for reviewing and acting upon occupancy applications. Any interested party can appeal the Planning Division's decision to the Planning Commission, and then to the City Council, in accordance with Subchapter 9.04.20 Part 9.04.20.24 of the Santa Monica Zoning Ordinance. Appeal forms can be obtained at the City Planning counter.

****REQUIRED FILING MATERIAL: PROVIDE A COPY OF THE GRANT DEED FOR SUBJECT PROPERTY****

PART 1 GENERAL INFORMATION

PROPERTY ADDRESS: _____

Land Use Element District: _____ Zoning District: _____

Legal Description (Lot, Block, Tract) _____

APPLICANT

Name: _____

Address: _____ Phone: _____

Email: _____

PROPERTY OWNER

Name: _____

Address: _____ Phone: _____

Email: _____

ATTORNEY

Name: _____

Address: _____ Phone: _____

Email: _____

**PART 2 WITHDRAWAL COMPLETE
RENT CONTROL BOARD CERTIFICATION (staff use only)**

Unit identification	Date of withdrawal	
Unit identification	Date of withdrawal	
Rent Control Signature	Title	Date Signed

PART 3 SITE CHARACTERISTICS

Number of Existing Units:		Number of Units at site prior to exercise of Ellis Act:	
Number of Studio Units:		1-BR Units:	
2-BR Units:		3-BR Units:	
4-BR Units:		5+BR Units:	
Number of Units at site to remain if intended use is approved:			
List unit size(s):			
Number of Parking Spaces:			
Existing	Standard	Compact	Tandem
Proposed	Standard	Compact	Tandem

Description of all intended on-site uses. Include description of any units to remain vacant:

If the existing structure(s) will be altered significantly, please specify proposed alterations:

PART 4 INTENDED OCCUPANCY CHARACTERISTICS

To be filled in if this application is for residential occupancy

Applicants who wish to use the property for residential purposes must complete the following:

1. a.) Will a unit be occupied by the owner? ____ Yes ____ No
- b.) Which unit will be so occupied ____ unit #
- c.) Owner's name _____
- d.) Will any of the other units be occupied? ____ Yes ____ No
- e.) List the name(s) of the person(s) other than owner who will be occupying the units and which units will be so occupied:

Name	Unit No.
_____	_____
_____	_____
_____	_____

No more than one unit may be occupied by an owner of the property. The owner can have other persons living in the other units, provided those persons do not have any ownership interest in the property and do not pay rent.

2. Will the property be returned to use as multi-family rental housing? _____
If yes, then the Rent Control Certification below must be completed.
3. Will the property be used as a Cooperative Apartment? _____
If Cooperative is proposed for the property, Subdivision Map and Conditional Use Permit are also required in addition to this application (see below).

FOR MULT-FAMILY RENTAL HOUSING – RETURN WITHDRAWN UNITS TO RENTAL MARKET

RENT CONTROL BOARD CERTIFICATION (to be completed by Board Staff Member)

The applicant has complied with requirements set forth in the Government Code Sections 7060.2 and 7060.4 and with applicable regulation promulgated by the Rent Control Board.

_____	_____
Name	Date

Title	

FOR COOPERATIVE APARTMENTS ONLY:

Has a subdivision map been obtained in accordance with Chapter 3 of Article IX of the Santa Monica Municipal Code? ____ Yes ____ No

Please provide the Tentative Tract Map (TTM) or Parcel Map number and the date of its approval:

Date of Approval _____ TTM No. or Parcel Map No. _____

Date of approval for the Final Tract Map: _____

PART 5 CERTIFICATION

OWNER:

I CERTIFY UNDER PENALTY OF PERJURY that the information contained in this application is correct.

Owner's Signature

Date

Driver's License Number and State of Issuance

Expiration Date

OCCUPANT/S

With this signature, I declare I will not transfer money, provide services, or offer other forms of compensation to the owner in exchange for residency within the subject property.

Occupant's Signature

Date

Occupant's Signature

Date