

# Exemption Request Form

This form must be completed by employers of less than 10 employees that are subject to, or have been notified to comply with, the City of Santa Monica TMP Ordinance 1604. Submission of this form will serve to notify the City that an employer is not subject to the TMP Ordinance on the grounds that their total employee population is below the minimum of 10 persons as specified by the TMP Ordinance. Employers who meet this criteria must complete this form and mail it to the City at the address indicated below, **ALONG WITH OFFICIAL DOCUMENTATION OF EMPLOYEE POPULATION (PAYROLL RECORDS, INSURANCE RECORDS, ETC.).**

BUSINESS LICENSE # \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

Date \_\_\_\_\_

**FAX: (310) 576-9170, EMAIL: luis.morris@smgov.net, jacquilyne.brooks@smgov.net**  
Transportation Engineering and Management Division  
City of Santa Monica  
1685 Main St., Room 115  
Santa Monica, CA 90407

I am an authorized representative of \_\_\_\_\_,  
an employer subject to the City of Santa Monica's (the City) Transportation Management Plan (TMP) Ordinance. I write to request that the employer named in this letter be exempted from the need to file the City's TMP Ordinance Worksite Transportation Plan on the grounds that our total present employee population is \_\_\_\_\_, below the minimum of 10 persons as specified by the Ordinance. **ONE OR MORE OF THE FOLLOWING OFFICIAL DOCUMENTATION IS ATTACHED DEPICTING PRESENT EMPLOYEE POPULATION.**

- PAYROLL RECORDS**
- INSURANCE RECORDS**
- OTHER (state) \_\_\_\_\_**

Please contact me if you require additional information.

Sincerely,

\_\_\_\_\_  
Print Name of Highest Ranking Official

\_\_\_\_\_  
Signature of Highest Ranking Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address