



CITY OF SANTA MONICA – CITY PLANNING DIVISION
OUTDOOR DINING PERMIT APPLICATION

This part to be completed by City staff

Application 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.

Form with sections: PROJECT ADDRESS, APPLICANT, CONTACT PERSON, PROPERTY OWNER, DETAILED PROJECT DESCRIPTION, and NOTES TO APPLICANT. Includes a vertical 'GENERAL INFORMATION' label on the left.

GENERAL INFORMATION

NOTES TO APPLICANT

Applicants are advised that outdoor dining areas must conform to the Ocean Avenue, Third Street Promenade or Transit Mall (Santa Monica Blvd. and Broadway) outdoor dining standards if the proposed location is within one of these areas (standards attached).

Applicants are encouraged to meet with the City's Urban Designer early-on for a design consultation in the planning of any new outdoor dining area that involves barriers and/or sidewalk dining furniture.

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

A detailed project description is required. Summarize the scope of work, including information on existing/proposed restaurant use, alcohol service (if any), and list any previous planning permits issued for any existing restaurant use.

PLANNING ENTITLEMENTS REQUESTED:

- PSP – Performance Standards Permit for Sidewalk Cafe
- Minor Outdoor Dining License

NEIGHBORHOOD NOTIFICATION

PLANNING APPLICATION – SUBMITTAL REQUIREMENTS

Application Form

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

Project Plans

- Six (6) full size** (not to exceed 24"x 36") sets of plans, folded to a maximum size of 10" x 14", and **one (1) 8.5" x 11" size** set, of the following, as applicable:

1. Project plans must include:
 - Dimensioned outdoor dining plan showing location of existing buildings, enclosing barriers, layout of dining tables, and location of exits from the adjacent building and from the outdoor dining area (see Building and Safety Division Outdoor Dining standards – attached).
 - Fully dimensioned floor plans indicating square feet and interior layout that includes seating arrangements in adjacent restaurant. Please show floor area calculations. In case of remodel, existing and proposed dimensioned floor plans, as well as a demolition plan, are required.

NOTES TO APPLICANT

All applicants are encouraged to contact and describe the subject application to adjacent property owners, tenants, and applicable neighborhood groups, prior to submittal. A list of neighborhood groups is available at the City Planning Division Public Counter and on the City's website.

Santa Monica's development process is complex and requires that applicants carefully review outdoor dining requirements and procedures before initiating a development project. Applicants have responsibility for proceeding in full compliance with these requirements. All applicants should:

- *Be sure to review other sections of the Zoning Ordinance and Municipal Code that may apply to your project.*
- *Determine if there are any new ordinances, policies, or moratoriums which might affect your plans. These items may not be reflected in the published version of the Zoning Ordinance but should be available separately at the City Planning Division public counter.*

All outdoor dining areas must conform with the Outdoor Dining Standards of the Building and Safety Division (attached).

NOTES TO APPLICANT

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.

ARB review is required for any proposed outdoor dining area barriers and any sidewalk dining furniture.

Photos

- Applications must include one (1) set of labeled and mounted color print photographs or color copies of original photographs mounted on 8 1/2" x 11" card stock sheets showing the location of the proposed outdoor dining area from all appropriate angles. Photos should be labeled with site address and description of photo content.

The property owner or another party with proof of authorization from the property owner must sign the application. A faxed copy of the application with the property owner's signature is acceptable.

Outdoor Dining License Application

- Applicant must also complete the Outdoor Dining License application (attached).

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 will be required at the time of submittal of all planning permit applications to the Permit Coordinator.**

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