



**CITY OF SANTA MONICA – CITY PLANNING DIVISION
SHARED PARKING 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.

GENERAL INFORMATION	PROJECT ADDRESS: _____	<p align="center">NOTES TO APPLICANT</p> <hr/> <p><i>Applicants are encouraged to meet with a Transportation Planner early-on for a consultation in the planning of any shared parking request. Pre-Submittal Application Forms are available at the City Planning public counter.</i></p> <p><i>Please complete all applicable sections of this application and submit all required materials. Incomplete applications will not be accepted for filing.</i></p> <p><i>A detailed project description is required. Summarize the scope of work, including information on existing/proposed uses, square footage, and parking. The uses within the building should also be broken down by square footage.</i></p>
	APPLICANT <i>(Note: All correspondences will be sent to the contact person)</i>	
	Name: _____	
	Address: _____ Zip: _____	
	Phone: _____ Fax: _____	
	Email: _____	
CONTACT PERSON <i>(if different)</i>		
Name: _____		
Address: _____ Zip: _____		
Phone: _____ Fax: _____		
Email: _____		
Relation to Applicant: _____		
PROPERTY OWNER		
Name: _____		
Address: _____ Zip: _____		
Phone: _____ Fax: _____		
DETAILED PROJECT DESCRIPTION <i>(Provide total # of existing spaces, how many spaces are requested to be leased, their location, and how many spaces are available to be leased. Also provide hours and days when leasing would occur)</i>		

NEIGHBOR NOTIFICATION

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 development requirements and procedures before initiating a development project. Applicants have responsibility for proceeding in full compliance with these requirements. All applicants should:

- *Understand the rules and processing timelines before you commit to a project.*
- *Review the Zoning Ordinance in detail in relation to permitted types of developments, allowable height and intensity, setbacks, etc.*
- *Besides looking at the development standards for the zone in which the property is located, 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.*

PLANNING APPLICATION – SUBMITTAL REQUIREMENTS

Application Form

- One original and 3 copies of application form. All the information requested on the application must be provided.

Parking Plans

- Four (4) sets of previously approved Parking Plans that show the location of all existing on-site parking spaces at the location and parking that is requested to be shared as well as a summary table on the plans identifying the number of spaces for on-site use, off-site leased parking, disabled parking, and compact and standard size spaces.

Parking Demand Survey

- Empirical study or parking survey that documents the number of parking spaces available during peak and off-peak parking demand periods. The study shall detail how parking is currently utilized including day usage and monthly permit holders and what kind of secured access is used, if any. The survey shall be conducted during a typical 5-day continuous work week and on at least 2 Saturdays at 7AM, 10AM, noon, 4PM, and 7PM. The study must also account for available parking spaces that are the result of building vacancies or non-typical circumstances at the property.
- Provide a list of all leasable space in the building with land use and leasing status. Information must be sufficient for staff to determine an appropriate full-occupancy parking demand.

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.

PERMIT APPLICATION SUBMITTAL REQUIREMENTS

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.

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 project site. Photos should be labeled with site address and description of photo content.

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

NOTES TO APPLICANT

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.



City of
Santa MonicaSM

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. Show all existing and proposed parking areas
6. Property dimensions (length and width) and property lines indicated. Label all property lines with "PL" notation
7. Building footprint of all structures on property, proposed use and zoning district
8. 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.
9. Driveway curb cuts, aprons and approaches
10. 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
11. Locations and dimensions of all proposed and existing parking areas, spaces, aisles, driveways (including cross slope), garage doors, sidewalks, and loading spaces