



Application No.: _____

CITY OF SANTA MONICA – CITY PLANNING DIVISION SUBDIVISION PERMIT APPLICATION

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 _____

DETAILED PROJECT DESCRIPTION

(Attach additional sheets as necessary to fully describe the proposed project)

APPLICANT (Note: All correspondences will be sent to the contact person if different)

Name: _____
Address: _____ Zip: _____
Phone: _____ Email: _____

CONTACT PERSON (if different from Applicant)

Name: _____
Address: _____ Zip: _____
Phone: _____ Email: _____
Relation to Applicant: _____

PROPERTY OWNER (Not tenant or business owner)

Name: _____
Address: _____ Zip: _____
Phone: _____ Email: _____

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

This part completed by City staff:

Received By: _____	Is the Project Site Listed on the HRI? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Received: _____	Amount Paid: _____
Assigned Planner: _____	Date Approved: _____

PROJECT INFORMATION

Proposed Use(s):

Total Square Footage: _____ square feet

No. of Stories: _____

Building Height: _____

Commercial Square Footage: _____ square feet

Residential Square Footage: _____ square feet

No. of Parking Spaces: _____

No. of Residential Units: _____

Unit Mix:

- # Studio _____
- # 1 bedroom _____
- # 2 bedroom _____
- # 3 bedroom _____

Affordable Housing (Chapter 9.64):

Fee Option (Y/N): _____

On-site units:

- # Studio _____
- # 1 bedroom _____
- # 2 bedroom _____
- # 3 bedroom _____

Off-site units:

- Location: _____
- # Studio _____
 - # 1 bedroom _____
 - #2 bedroom _____
 - # 3 bedroom _____

PLANNING ENTITLEMENTS REQUESTED:

- TM – Tentative Map (Is the map vesting? Yes No)
- FM – Final Map (Is the map vesting? Yes No)

SUBDIVISION APPLICATION – SUBMITTAL REQUIREMENTS

- Do you or anyone listed on the Oaks Initiative Disclosure form own adjacent property?
 Yes No

Application Form

- Please provide one original and 3 copies of application form.

City Engineering Approval

- For Tentative Maps** (SMMC Sections 9.54.030 and 9.54.050):
Three (3) copies of the Subdivision Map approved as to form by the Santa Monica City Engineer. The Subdivision Map shall provide the information required pursuant to SMMC Section 9.54.030(B) as well as the footprint and use of the existing and proposed building(s), location of vehicular access to the proposed project, maximum allowable building height, number of proposed units, delineation of the airspace subdivision and a notation indicating compliance with the City’s off-street parking requirements (SMMC Chapter 9.28).
- For Final Maps** (SMMC Sections 9.54.040 and 9.54.060):
Certification memo from the Santa Monica City Engineer of Final Map conformance with the Tentative Map and three (3) copies of the Final Map and one (1) digital version.

Site Photographs

- Photographs of the site including all sides of existing buildings.

Rent Control Status Form (n/a for Final Map)

- 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.

Project Plans (n/a for Final Map)

- Three (3) full size (not to exceed 11"x 17") sets of plans, folded to a maximum size of 10" x 14".

Displacement List Form (n/a for Final Map)

- A list of names and addresses of all persons who are tenants in existing buildings to be demolished or removed to make way for the condominium project. If the lot is vacant state that it is vacant.

CC&R’s (n/a for Final Map)

- Two copies of the full CC&R’s are required along with a resume summarizing the CC&R’s. (Sample outline attached)

Demolition Permit Acknowledgement (For Structures 40 Years or Older)

A demolition permit is required for demolition of any building or structure on the property (primary or accessory structure.) The Landmarks Commission must review demolition permit applications for structures that are 40 years or older. The Landmarks Commission may exercise its authority to nominate the property for Landmark Designation, and/or designate the property (structure and or parcel) as a Landmark, Landmark Parcel, or Structure of Merit in accordance with and based on findings established in Chapters 9.56 and 9.58 of the Santa Monica Municipal Code.

- My property contains a structure (or structures) 40 years old or older and the proposed development of this property will require a demolition permit.
- My application for a demolition permit has been reviewed by the Santa Monica Landmarks Commission and the 75-day review period has expired.

Affordable Housing Production Program Acknowledgement

In accordance with Chapter 9.64, all multi-family projects involving the construction of two or more market rate units shall comply with the affordable housing obligations as set forth in Santa Monica Municipal Code (SMMC) Section 9.64.040. From the options listed below, please indicate how the project will comply with the provisions of SMMC 9.64.040 and explain in further detail how the obligation will be met in a separate letter:

- On-site compliance Affordable Housing fee
 Off-site compliance Land option

Cultural Arts Requirement

In accordance with Santa Monica Municipal Code (SMMC) Chapter 9.30 Private Developer Cultural Arts Requirement, all multi-family projects are required to integrate public art and cultural resources into the proposed project. From the options listed below, please indicate how the project will comply with the provisions of SMMC Chapter 9.30:

- On-site compliance Exempt from requirements
 Fee option

Child Care Linkage Program

In accordance with Santa Monica Municipal Code (SMMC) Chapter 9.65 Child Care Linkage Program, all multi-family projects are required to pay a child care linkage fee or participate in the construction or establishment of child care facilities. From the options listed below, please indicate how the project will comply with the provisions of SMMC Chapter 9.65:

- Fee option Exempt from requirements

Transportation Impact Fee Program

In accordance with Santa Monica Municipal Code (SMMC) Chapter 9.66 Transportation Impact Fee Program, all multi-family projects are required to pay a transportation impact fee. From the options listed below, please indicate how the project will comply with the provisions of SMMC Chapter 9.66:

Fee option

Exempt from requirements

Parks and Recreation Developer Impact Fee Program

In accordance with Santa Monica Municipal Code (SMMC) Chapter 9.67 Parks and Recreation Developer Impact Fee Program, all multi-family projects are required to pay a parks and recreation developer impact fee. From the options listed below, please indicate how the project will comply with the provisions of SMMC Chapter 9.67:

Fee option

Exempt from requirements

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.**

ADDITIONAL INFORMATION

All decisions on project applications are based upon the findings of fact that are required by the Santa Monica Municipal Code.

The effective date of the decision by the Planning Commission is 10 calendar days after the date of action. Decisions of the Planning Commission are appealable to the City Council.

An appeal of the Planning Commission decision may be made within this period by completing an appeal form, available from the City Planning Division, referencing the specific project and stating the reasons for the appeal. Any interested person, Planning Commissioner, or City Council member may make an appeal. The appeal form must be accompanied by an appeal fee (see current list of fees in Room 111 of City Hall). An appeal will have the effect of staying all action on the matter until a decision is reached in a public hearing before the City Council, whose decision will become final immediately.

OAKS INITIATIVE DISCLOSURE FORM
**** Required for all Applications ****

Pursuant to City Charter Article XXII, The Taxpayer Protection Amendment of 2000, the applicant is required to disclose all of its trustees, directors, partners, officers, and those with more than a ten percent (10%) equity, participation or revenue interest in Applicant / Contractor.

Identify the names of the following individuals

Applicant / Contractor:

Trustees, directors, partners, officers of the Applicant / Contractor (attach additional sheets if necessary):

Those with more than a 10% equity, participation or revenue interest in Applicant / Contractor (attach additional sheets if necessary):

SUBDIVISION PERMIT APPLICATION SUBMITTAL REQUIREMENTS

City of Santa Monica
Planning and Community Development Department
City Planning Division
(310) 458-8341

ADDRESS: _____

RESUME
CONDOMINIUM ARTICLES OF INCORPORATION
BY LAWS AND CC & R's
(a brief summary - not an index to the complete set)

Type of Organization: _____

Membership: _____

Membership Termination: _____

Voting Rights: _____

Management: _____

Project Life: _____

Effectivity Term of and Amendments to CC & R's: _____

Maintenance Provisions: _____

Units: _____

Common Areas: _____

Damage - Repair or abandonment provisions: _____

Description and ownership of condominium units: _____

Description, ownership and use of common areas: _____

Parking Space Assignment: _____

Restrictions:

- Owner's Financial/Legal Status: _____
- Use: _____
- Any Restrictions on Age of Occupants: _____
- Pets: _____

Prepared by: _____ Title: _____ Date: _____

SUBDIVISION PERMIT APPLICATION SUBMITTAL REQUIREMENTS