



TIEBACK LICENSE AGREEMENT APPLICATION

For City Use

Received By: _____ Date Submitted: _____

Submit this form to:

Via email: pwpermits@smgov.net

Through ProjectDox: If you are submitting this Tieback License Agreement application in connection with a Building Permit application, upload this form to the Supporting Docs folder in ProjectDox.

Questions?

Contact the Engineering and Street Services Division in person or via email (above) or by calling (310) 458-8737.

CONTACT INFORMATION	<u>APPLICANT</u> All correspondence will be sent to the Applicant. Name: _____ Email: _____ Phone: _____
	<u>DEVELOPER CONTACT</u> The information provided below will be listed in the Tieback License Agreement as the point of contact for all notices pertaining to the executed agreement. Name: _____ Organization: _____ Address: _____ City: _____ State: _____ ZIP: _____
	<u>DEVELOPER AUTHORIZED SIGNATORY</u> Provide the full name of the authorized signatory that will be listed in this Tieback License Agreement. The person listed below will be required to provide a notarized signature for the agreement. Name: _____
PROJECT INFORMATION	Related Building Permit Number (XXBLD-XXXX): _____
	<u>SUBJECT PROPERTY</u> Provide the addresses and Assessor Parcel Numbers (APNs) for all properties included in this application. This information will be verified with the title report submitted as part of this application. _____ _____ _____ _____

PROJECT DESCRIPTION

Provide a brief project description (e.g., construct a five-story mixed-use residential building consisting of 100 units with ground floor commercial retail space and four levels of subterranean parking).

TIMING FOR PROJECT MILESTONES

Provide the best estimates for the time to perform the activities described below. **These are only estimates and will not affect the validity of the tieback agreement.**

Milestone	Estimated Time (months)
Commence installation of tiebacks after execution of Tieback Agreement	
Complete installation of tiebacks after commencing installation	
Complete the project listed in the building permit number listed on page 1 of this application (after execution of the Tieback Agreement)	

REQUIRED DOCUMENTS

One (1) copy of the following documents are required as part of this application:

1. This application, completed and signed.
2. A title report dated within the past 90 days
 - a. The title report will be used ascertain the property owner, which will be listed in the Tieback License Agreement. It will also be used to to prepare **Exhibit A**, legal description of property, for the agreement.
3. **Exhibit B:** This exhibit will show the tieback license area within the public right-of-way. Exhibit B shall be 2 pages, 8.5" x 11" each, with the following information.
 - a. **Page 1:** Fully dimensioned plan view clearly depicting the tieback license area in the public right-of-way around the subject property.
 - b. **Page 2:** Fully dimensioned elevation that shows the proposed tiebacks and other foundation elements, substructure (sewer, stormwater, potable water, etc.) and required clearances, depth of tiebacks below grade, horizontal length of tieback encroachment into the public right-of-way, relevant property lines, etc.
 - c. **Note:** The requirements listed above are subject to change. Contact the Engineering and Street Services Division for latest requirements.

I understand that the City of Santa Monica will use the information provided in this application to prepare a Tieback License Agreement for execution between the City and the property owner. I declare under penalty of perjury (under the laws of the United States of America) that the information disclosed in this application is true and correct. I hereby authorize the Contact Person listed to make decisions as it pertains to this application.

Applicant Signature

Date

Print Name and Title