



ENT No.: _____

CITY OF SANTA MONICA – CITY PLANNING DIVISION

**Duplexes and Lot Splits on Parcels Zoned for Single-Unit Residential
Pursuant to SMMC Section 9.31.125**

Applications are submitted online through a [virtual appointment system](#).
If you have any questions about completing this application, please contact City Planning at 311@santamonica.gov.

GENERAL INFORMATION

Site Address: _____ APN: _____

Project Description:

By applying for a permit, I understand and agree that contact information, including but not limited to, email addresses and telephone numbers, will become part of a disclosable public record pursuant to the California Public Records Act and that the City may elect not to redact contact information contained in this application prior to disclosing a copy of this application to the public. I further agree that I do not object to the City's disclosure of contact information contained in this application in response to public records requests.

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

Name: _____ Organization Name: _____
Address: _____ City/State: _____ Zip: _____
Phone: _____ Email: _____

CONTACT PERSON (If different from Applicant)

Name: _____ Organization Name: _____
Address: _____ City/State: _____ Zip: _____
Phone: _____ Email: _____
Relation to Applicant: _____

PROPERTY OWNER

Name: _____ Organization Name: _____
Address: _____ City/State: _____ Zip: _____
Phone: _____ Email: _____

I hereby certify that I am the owner of the subject property and that I have reviewed the subject application and declare, under penalty of making a false declaration, that to the best of my knowledge and belief, the information provided within this application is true, correct, complete, and made in good faith. I authorize the applicant or 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

SUBMITTAL REQUIREMENTS*****All application materials are required to be submitted in a PDF format*****

- ☐ **Completed Application**
- ☐ **Payment of Conformance Review Fee**
- ☐ **Eligibility Requirements** (See Page 3)
- ☐ **Project Information and Submittal Requirements** (See Pages 4 and/or 5)
- ☐ **Occupancy Affidavit** (See Page 6)
- ☐ **Lease Term Affidavit** (See Page 7)
- ☐ **Rent Control Status Form** (Contact rentcontrol@santamonica.gov)
- ☐ **Demolition Permit Waiting Period For Structures 40 Years or Older**

Pursuant to [SMMC Section 9.25.040\(F\)](#), a demolition permit application has been filed with the City and no historic designation application has been filed during the 75-day waiting period. ***Please note, Application will not be accepted until this requirement is complete.***

PROJECT TYPE

Please indicate which project type is being proposed:

- ☐ **Option 1 : Lot Split** – Subdividing a permitted parcel into two parcels
(See Page 4 for application requirements.)
- ☐ **Option 2 : Duplex** – Establishing or constructing two dwelling units on a permitted parcel
(See Page 5 for application requirements.)
- ☐ **Option 3 : Lot Split WITH Single-Unit Dwelling or Duplex**
(If Option 3 is being proposed, please provide all application requirements listed for both Options 1 and 2.)

ELIGIBILITY REQUIREMENTS

Please acknowledge conformance with all of the following eligibility requirements. Please note that the proposed project must conform to ALL of the following statements to be eligible.

ELIGIBILITY (SMMC Chapter 9.31.125)	Conformance
The subject parcel is located within the R1 (Single-Unit Residential) or OP1 (Ocean Park Single-Unit Residential) zoning district. OR The subject parcel is located within a Multi-Unit Residential or Ocean Park Neighborhood zoning districts and is limited to one single-unit dwelling based on specific limitations including, but not limited to, density calculations and parcel size and/or dimensions.	☐
The subject parcel is located in an urbanized area or urban cluster, as defined by the Census Bureau.	☐
The subject parcel is NOT located within a designated historic district or does NOT contain a historic resource.	☐
The subject parcel is NOT located on a site identified in California Government Code Section 65913.4(a)(6)(B), (C), (I), (J), (K), which includes, but is not limited to, the following: • Prime farmland; • Wetlands; • Land identified for conservation; • Land under conservation easement; or • Habitat for protected species.	☐
The parcel is NOT located on a site identified in California Government Code Section 65913.4(a)(6)(D), (E), (F), (G), (H), unless the development satisfies the requirements therein, which includes, but is not limited to, the following: • Very high fire hazard severity zone; • Hazardous waste site; • Delineated earthquake fault zone; <i>(if located within a designated fault zone, a site-specific Fault Study shall be required pursuant to California Geological Survey Special Publications 42 to demonstrate that the development complies with applicable seismic protection building code standards)</i> • 100-year floodplain; or • Regulatory floodway.	☐
The proposed project does NOT include alteration or demolition of any of the following types of housing: • Housing that is not subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income. • Rent-controlled housing or housing subject to any form of price control, including, but not limited to, units subject to the California statewide rent control law and Article XVIII of the Santa Monica Charter, the City's rent control law; • Housing occupied by a tenant in the last three years; or • Housing on parcels with an Ellis Act eviction in the last 15 years from date of application submittal.	☐
In the case of a Lot Split, applicant intends to live on one of the resulting parcels for three years after subdivision completion.	☐

PROJECT INFORMATION

Option 1: Lot Split

Project Eligibility

Please acknowledge conformance with all of the following SMMC Section [9.31.125\(D\)](#) lot split standards and requirements. Please note that the proposed project must conform to ALL of the following statements to be eligible for a lot split.

Eligibility (SMMC Chapter 9.31.125)	Conformance
The subject parcel has NOT been previously subdivided using SMMC Section 9.31.125.	☐
The subject parcel is NOT adjacent to another parcel that has been subdivided pursuant to SMMC Section 9.31.125 by the same owner or any person acting in concert with the same owner.	☐
Parcels resulting from a permitted lot split will be no smaller than 1,200 square feet and 40% of the original parcel size.	☐
Access to public right-of-way will be provided for each resulting parcel.	☐
Access to public services and facilities (e.g. utilities and trash collection) will be provided for each resulting parcel.	☐

Project Information

- What is the size of the original parcel? _____ square feet
- What are the sizes of the resulting parcels?
 - Parcel 1: _____ square feet
 - Parcel 2: _____ square feet

Submittal Requirements

- ☐ Tentative Map pursuant to SMMC Sections [9.54.030](#) and [9.54.050](#)
- One (1) PDF copy 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 (if applicable), and a notation indicating compliance with the City's parking requirements pursuant to [SMMC Chapter 9.28](#) and [Section 9.31.125\(F\)](#).
 - In addition to the above, if a resulting parcel from a lot split no longer has access to public services and facilities (e.g. utilities and trash collection), an easement must be provided to facilitate said services.

Final Map Acknowledgment

Please acknowledge that prior to issuance of a building permit, a Final Map pursuant to SMMC Sections [9.54.040](#) and [9.54.060](#) is required to be processed and approved pursuant to [SMMC Section 9.54.080](#).

(Initials)

Option 2: Duplex

(Includes the development of a Single-Unit Dwelling with lot split.)

Project Information

- What is the subject parcel size? *(Prior to lot split, if applicable)* _____ square feet
- How many units are proposed, inclusive of Accessory Dwelling Units (ADUs)?
(Maximum unit count specified in [SMMC Section 9.31.125\(E\)\(2\)](#))

Parcel 1	Parcel 2 <i>(if applicable)</i>
_____ 9.31.125 Units	_____ 9.31.125 Units
_____ ADUs	_____ ADUs

- How many parking spaces will be provided? *(Pursuant to [SMMC Section 9.31.125\(F\)](#))*
Please note, parking is not required for ADUs.

Parcel 1	Parcel 2 <i>(if applicable)</i>
_____ parking spaces	_____ parking spaces

Acknowledgments

Lease Terms. Pursuant to SMMC Section 9.31.125(H) , please acknowledge that units created pursuant to SMMC Section 9.31.125 shall not be used for rental terms of 30 days or less.	_____ (Initials)
Development Impact Fees. Pursuant to SMMC Section 9.31.125(J) , please acknowledge that units created pursuant to SMMC Section 9.31.125 (excluding ADUs) shall be required to pay the following impact fees prior to issuance of building permit: Childcare Linkage Program (SMMC Chapter 9.65), Transportation Impact Fee Program (SMMC Chapter 9.66), and Parks & Recreation Development Impact Fee Program (SMMC Chapter 9.67).	_____ (Initials)
Coastal Zone. Please acknowledge that if the parcel is located within the Coastal Zone, any necessary California Coastal Commission review and approval is the sole responsibility of the applicant prior to issuance of a building permit.	_____ (Initials)

Submittal Requirements

One (1) PDF including the following:

- ☐ **Existing Site Plan** showing all existing improvements and structures.
- ☐ **Proposed Project Plans** providing the following:
 - Project information detailing Floor Area Ratio calculations delineated by unit and story.
 - Site plan showing compliance with applicable development standards, which shall include, but are not limited to, all setbacks pursuant to [SMMC Section 9.31.125\(E\)](#), public right-of-way access, and parking location and dimensions. Please note, when development standards are not specifically addressed in [SMMC Section 9.31.125](#), the standards of the underlying zoning district shall apply.
 - Fully dimensioned floor plans with interior layouts.
 - Dimensioned exterior elevations showing proposed maximum building height. Please note, for building permit review, a survey prepared by a licensed surveyor or engineer shall be required to determine building height compliance pursuant to [SMMC Section 9.04.050](#).
 - Other such information, drawings, plans, and renderings that may be useful.



CITY OF SANTA MONICA – CITY PLANNING DIVISION
OCCUPANCY AFFIDAVIT

Project Address _____

Pursuant to [Government Code Section 66411.7\(g\)\(1\)](#), applicant intends to occupy one of the housing units as their principal residence for a minimum of three years from the date of the approval of the lot split.

*I declare, under penalty of making a false declaration,
that I will abide by the above occupancy requirement.*

Applicant Name (PRINT)

Applicant Signature / Date

OCCUPANCY AFFIDAVIT



CITY OF SANTA MONICA – CITY PLANNING DIVISION
LEASE TERMS AFFIDAVIT

Project Address _____

Pursuant to [SMMC Section 9.31.125\(I\)](#), units created under [SMMC Section 9.31.125](#), Duplexes and Lot Splits on Parcels Zoned for Single-Unit Residential, shall not be used for rental terms of 30 days or less.

*I declare, under penalty of making a false declaration,
that I will abide by the above lease term requirement.*

Property Owner's Name (PRINT)

Property Owner's Signature / Date

LEASE TERMS AFFIDAVIT