



ENT No.: _____
CITY OF SANTA MONICA – CITY PLANNING DIVISION
DEED RESTRICTION APPLICATION

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

GENERAL INFORMATION

PROJECT ADDRESS: _____

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 correspondences will be sent to the contact person)

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

TYPE OF DOCUMENT TO BE PREPARED

☐ Affordable Housing Agreement

☐ Lot Tie Agreement

☐ Other _____

RELEVANT PRIOR/ASSOCIATED PERMITS

SUBMITTAL REQUIREMENTS

Project Submittal

- ☐ All materials must be submitted digitally. Prepare one PDF file with the **SIGNED** application and all supplemental materials and a second PDF file of the Project Plans. Resolution should allow legible printing at 11" x 17".

Application Fees

- ☐ The payment of an application fee is required at time of submittal. Contact City Planning at 311@santamonica.gov for applicable fee. Online payment by credit card or debit card is preferred, payment by check can be arranged.

Draft Deed Restriction Language

- ☐ Provide draft language for the proposed deed restriction to be recorded. Templates for commonly recorded documents may be obtained by emailing Planning 311@santamonica.gov. Draft language will be reviewed by City Staff and must be provided as a Microsoft Word file.

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.

Other Project-Related Applications

- ☐ If applicable, copies of any application materials for other required planning permits. Information on required planning permits may be obtained from 311@santamonica.gov.

Supplemental Application Materials

- ☐ Provide a copy of the Grant Deed for the subject property / properties.
- ☐ If property is owned by a Trust/LLC/Corporation etc... provide documentation showing name of the authorized signatory on behalf of ownership. Ensure that their official title (manager, treasurer, member etc...) is clearly stated and included on the first page and signature block.