



City of

Santa MonicaSM

CITY OF SANTA MONICA

APPLICANT GUIDE:

Pre-Submittal Review Meetings for Complex Projects

The City of Santa Monica, in an effort to help potential applicants understand and comply with the city's various requirements, provides a Pre-Submittal Review meeting with senior staff members representing various departments. The goal of this early consultation is help applicants understand and improve the flow and compliance of Complex projects as they move through the city's review system.

Are All Projects Eligible for Pre-Submittal Review?

No. Given the volume of projects handled by the City, Pre-Submittal Review is limited to "Complex" projects. As a general rule, Complex projects are those that require approval of discretionary permits by the Planning Commission and/or City Council, including Conditional Use Permits, Development Review Permits, Design Compatibility Permits, subdivisions, zoning amendments, master plans, and development agreements.

Is It Required?

No, though it is highly recommended for Complex projects.

Is There A Fee?

No. The City believes this early consultation is an important enhancement toward helping prospective applicants understand Santa Monica's regulations and procedures before making the decision to file an application.

What Are The Requirements To Schedule a Pre-Submittal Review Meeting?

You must file a Pre-Submittal Review Application, together with 8 copies of a simple plan showing the proposed improvements at least 10 days prior to the Pre-Submittal meeting. However, we encourage you to submit as much additional information, illustrations or graphics as possible as it will help us give you more accurate and comprehensive feedback.

What Departments Will Be Represented?

Representatives from Planning, Building and Engineering are the core group who participate in Pre-Submittal Review meetings. Depending on the scope of the project, they may be joined by representatives from Transportation Management, Fire, Police, Utilities, Solid Waste, and the Open Space Division. Please let us know if you have specific questions or issues that may require additional staff representation.

What Are The Benefits of Pre-Submittal Review Meetings?

Pre-Submittal Review offers an applicant the opportunity to explore project viability, major requirements, fees, timeframes and overall processing issues before actually filing an application, preparing detailed plans and committing other time and resources. Our intention is to give you the information you need to make more informed decisions about how and whether to pursue a development project in Santa Monica.

How To Apply?

Complete and file the Pre-Submittal Review application, together with 8 copies of a simple plan and the filing fee at the Planning Counter, Room 111, Santa Monica City Hall. The application materials must be submitted at least 10 days prior to the Pre-Submittal meeting to allow related department staff time for review.

When Are the Meetings Held?

Pre-Submittal Review meetings are scheduled in 1-hour increments beginning at 1:00 p.m., on the 2nd and 4th Thursday afternoons of every month. Meetings are scheduled on a first come, first served basis commencing at least 10 days after the applications materials are submitted. Please let us know if you have particular scheduling needs (i.e., an early or late afternoon), as we will work to accommodate them as possible. Our staff will contact you within 3 days after filing an application to schedule your Pre-Submittal Review meeting.

Questions?

If you have additional questions about setting up a Pre-Submittal Review meeting, please call City Planning and speak with one of the planners at (310) 458-8341.