



City of

Santa MonicaSM

CITY OF SANTA MONICA

APPLICANT GUIDE:

Project Manager

The City of Santa Monica, in an effort to enhance customer service and efficiency, will appoint a Project Manager to oversee the processing of Standard and Complex development projects. The role of the Project Manager is to help applicants understand and comply with the city's requirements and be a central point of contact throughout this process.

Who Are The Project Managers?

The Project Managers are planners in the City Planning Division with experience and training in managing development projects. They are assigned as projects are submitted and will track a project from submittal through completion.

What Are Their General Roles?

The Project Manager's greatest value lies in helping applicants understand the city's requirements and process as early as possible. In addition to reviewing your applications and plans for completeness, the Project Manager will analyze the project to ensure it complies with zoning requirements, prepare all necessary staff reports, coordinate all citizen input, conduct field visits, consult with other city departments, track the project throughout the plan check and construction phases, inspect and sign-off prior to certificate of occupancy, and be a central point of contact throughout the process.

Is There A Project Manager Fee?

No. The cost of the Project Manager is covered in the related development fees.

Will I Be Able To Interact With Other City Staff Members As Well?

Yes, of course. You may want or need to consult with one of the city's engineers, plan checkers, fire inspectors or others. The Project Manager's role is to help coordinate your overall project as it moves through the city's review system.

Can The Project Manager Waive Regulations or Requirements?

No. While Project Managers do not have the authority to waive requirements, they will work pro-actively to help applicants understand the requirements earlier in the process.

Questions?

If you have additional questions about Project Managers, please call City Planning and speak with one of the planners at (310) 458-8341.