

## TRANSPORTATION PLANNING BOOKING AN APPOINTMENT

## Step 1: Go to <u>checkin.smgov.net</u>

Step 2: Select "City Hall (South Entrance, access from Olympic Dr.), Santa Monica, CA 90401"

**Step 3:** Select "Mobility: (Parking reservations for moving trucks, roadway closure permit, plan review)"

Step 4: Select Available Date and Time

**Step 5:** Provide Contact Details and Applicable Notes, such as "Request for Temporary No Parking Signs for MM/DD/YYYY."

