



**CITY PLANNING DIVISION  
PRELIMINARY DEVELOPER TRANSPORTATION DEMAND  
MANAGEMENT (TDM) PLAN: COMMERCIAL**

*(completed by City staff) ENT number: \_\_\_\_\_*

*Applications must be submitted at the City Planning public counter at City Hall.  
City Hall is located at 1685 Main Street, Santa Monica, CA 90401. If you have any questions completing this application, a reference guide, fee table  
and contact information for the TDM staff can be found [here](#). AVR targets can be found [here](#).*

**PRELIMINARY DEVELOPER TDM PLAN: Commercial**

**PROJECT ADDRESS:** \_\_\_\_\_

**APPLICANT:** *(Note: All correspondences will be sent to the contact person)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTACT PERSON:** *(if different)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY OWNER:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please confirm the following:**

- I have initialed the bottom of every page
- I have attached a map showing all transportation options available within a half-mile of the Project Site. This includes bike lanes, bikeshare stations, and bus and rail stops. *(You can use the Transportation layers at [samomap.santamonica.gov](http://samomap.santamonica.gov))*

*I hereby certify that I am the owner of the subject property and that I have reviewed the subject application and authorize the applicant or applicant's representative (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 Signed
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<i>This part completed by City staff:</i>		
Plan Approval Date: _____	Check/Invoice No: _____	<div style="border: 1px solid black; padding: 5px; display: inline-block;">           Simple TDM Fee Complex TDM Fee         </div>
Plan Approved By (Sign): _____	Amount Paid: _____	
Plan Approved By (Print): _____	Payment Date: _____	

Property Owner Initials: \_\_\_\_\_

**PROJECT INFORMATION**

Total Square Footage: \_\_\_\_\_ square feet

AVR target of Project Site: \_\_\_\_\_

*Below is relevant information that is initially required under [SMMC Chapter 9.28](#). If the Project Site is exempt from a component, write in "exempt":*

Estimated total number of parking spaces: \_\_\_\_\_

Estimated total number of unbundled parking spaces: \_\_\_\_\_

Estimated Total number of carpool/vanpool parking spaces: \_\_\_\_\_

Estimated Total number of long-term bike parking spaces: \_\_\_\_\_

Estimated Total number of short-term bike parking spaces: \_\_\_\_\_

If Project site has 10,000 sq. ft. or more, confirm that showers and lockers will be included:

**Site Conditions That Affect Commute Travel**

**Select transit options located within a half-mile of Project Site:**

Big Blue Bus

1	2	3	5	7	Rapid 7	8	9	Rapid 10
Rapid 12	14	15	17	18		41	43	MODE

Metro

E Line	4	704 Rapid	720 Rapid	20
733 Rapid	33	534		

**Select [Business Districts](#) located within a half-mile of Project Site:**

*([smgov.net/uploadedFiles/Departments/HED/Economic\\_Development/BID%20Map.pdf](http://smgov.net/uploadedFiles/Departments/HED/Economic_Development/BID%20Map.pdf))*

- Montana Avenue     Central Business District     Downtown Santa Monica
- Main Street     Pico Boulevard

**Select amenities located within a half-mile of Project Site:**

- Grocery stores     Libraries     Pharmacies     Coffee shops
- Banks     Childcare facilities     Gyms     Restaurants and bars
- Dry cleaners     Medical offices     Parks and open green space

Property Owner Initials: \_\_\_\_\_

**Site Conditions That Affect Commute Travel (continued):**

**Number of Shared-Mobility Drop Zones (including former bikeshare docking stations) located within a 2-block radius of Project Site:**

**Select bike paths located within a half-mile of Project Site:**

- East-West:  E Line Bike Path                       Michigan Avenue Neighborhood Greenway (MANGO)
- San Vicente Boulevard       Montana Avenue       California Avenue
- Arizona Avenue                       Broadway                       Pearl Street
- Ocean Park Boulevard

- North-South:    Marvin Braude Trail (beach bike path)                      Main Street                      Ocean Avenue
- 11th Street                       14th Street                      17th Street                      28th/Stewart Street

**Any additional details can be attached to the end of the form.**

**Developer TDM Program Measures**

*By signing the bottom of this section, you confirm that you understand the minimum required physical and programmatic elements, as required under [SMMC 9.53.130](#), listed below. For full details, please refer to the SMMC text.*

- **On-site Transportation Information:** Shall include, but not limited to, current maps, routes, and schedules for nearby transit routes, promotional ridesharing materials, bicycle routes and facility information, and walking and biking maps. Located where the greatest number of employees, visitors, and residents are likely to see it. This can take the form of a bulletin board, kiosk, digital screen, etc.
- **New employee orientation:** Tenant leases shall include educating new employees about all available commute options
- **Parking Cash-Out:** This applies to business tenants. If parking spaces are partly or entirely subsidized for employees, then tenants must offer their employees the option to give up their parking spaces and receive a cash subsidy equal to the amount to the cost of the parking space
- **Incentives for employees that live within a half-mile of the workplace**
- **Information regarding availability of bike commute training**
- **Free on-site shared bicycles intended for employee use during the day,** unless Project Site is located within a 2-block radius of a citywide bikeshare station. If no City-managed bikeshare system is in operation, you must provide the on-site shared bicycles.
- **Commuting matching services for all employees on an annual basis and for all new employees upon hiring**

*Continues on next page*

Property Owner Initials: \_\_\_\_\_

**Developer TDM Program Measures**

- **Transportation allowance:** This shall be included in tenant leases.

The allowance shall equal at least 50% of the current cost of a monthly regional transit pass of an employee’s choice, as long as the employee continues to not drive alone for the majority of the daily commute. Within the Downtown Community Plan area, the Transportation Allowance shall be at least 100% of the current cost of a monthly regional transit pass.

For Tier 2 projects: The allowance shall equal at least 75% of the cost of a monthly regional transit pass, as required under [SMMC 9.23.030](#).

- **Customer and visitor incentives for uses with significant numbers of customers and visitors:** this includes customer incentives programs (e.g. discounts), public directions prioritizing rideshare modes, and special event rideshare services.
- **Active participation in a Transportation Management Organization (TMO):** Participation by tenants includes attending organizational meetings and providing parking and travel demand data.
- **Bike Valet:** This applies to Tier 2 projects. This shall be provided free of charge during all automobile valet operating hours, as required under [SMMC 9.23.030](#).

I confirm that I have read and understood the list of duties, responsibilities, and qualifications of the Project Transportation Coordinator (PTC) as outlined and required by [SMMC Section 9.53.130\(B\)\(2\)\(a\)](#).

\_\_\_\_\_

Property Owner’s Name (PRINT)

\_\_\_\_\_

Property Owner’s Signature

\_\_\_\_\_

Date

**Other** This section is for describing any measures that are in addition to the mandated programmatic elements listed above:

Property Owner Initials: \_\_\_\_\_