



City of El Segundo

Community Development Department
Planning Division
350 Main Street, El Segundo, CA 90245
Tel: (310) 524-2350
Planning@elsegundo.org

ADJUSTMENT APPLICATION GUIDE

Submittal Requirements

- Completed Planning Application.
- Completed Environmental Information Form (if deemed necessary by staff).
- Detailed Project Description in an electronic Word-file.
- Required Findings Justification in an electronic Word-file. (See Required Findings listed below).
- Project plans and building elevations in an electronic pdf-file and/or in paper.
- Color photographs depicting current conditions of the entire project site and surrounding area in pdf and/or jpg format. Photos should show existing structures, trees, shrubs, walls/fences, signage, streets, curb and gutters, and parking areas. Photos must capture the surrounding area and context of the neighborhood. Each photo must be enumerated and formatted on an 8-1/2" by 11" sheet with two on each page, and keyed on an Aerial View Map of the area.
- Color renderings of building elevations to evaluate the project in an electronic pdf-file and/or in paper.
- A map of all properties abutting the subject property within a 150-foot radius, keyed to a list of names and addresses of their current property owners, and a list of the addresses for occupants within a 150-foot radius from the project site.
- Two sets of adhesive mailing labels and one copy of the list of names and addresses of every property owner within a 150-foot radius and occupants within a 150-foot radius from the project site.
- Certification that the names and addresses provided are those of the property owners currently listed in the latest available Tax Assessor's records.
- Unaddressed business envelopes, stamped with first class postage, of sufficient number to contact property owners and occupants within a 150-foot radius from the project site, the subject property owner(s), the applicant(s), and any other interested party (sufficient for two

mailings).

- Proof of ownership (such as a current Title Report or Grant Deed), incorporation documents for a property owner that is an LLC, and documentation of easements, covenants, reservations, and/or other property restrictions.
- Planning fees.
- Environmental filing fees made payable to the County Clerk in a check with NO DATE.

Note **1. Additional information, plans, fees, documents, or studies may be required after initial review of the application.**

Project description - Respond to the following questions:

1. Describe the existing development on the site, including the gross and net floor area within each building. Provide a list of all the existing uses within each building, and the gross and net floor area for each use. Describe the building area that will be demolished, if applicable for the project.
2. Describe in detail the entire proposed project. Discuss the uses involved (i.e. bank, general office, industrial restaurant, etc.), the number and size of buildings (including floor area and number of stories), the design of buildings (style, materials, colors), and the related equipment necessary to the project (mechanical, telephone and electrical equipment, transformers, generators, trash enclosures, loading docks, etc.).
3. Describe in detail the requested (administrative) adjustment(s). Discuss the required development standard(s) and the extent of the deviation(s) from code requirements.

Required Findings (El Segundo Municipal Code Section 15-22-4C) - Describe in detail how the project request fulfills the following findings. **(1)**

1. The proposed adjustment would not be detrimental to the neighborhood or district in which the property is located.
2. The proposed adjustment is necessary in order that the applicant may not be deprived unreasonably in the use or enjoyment of his property.
3. The proposed adjustment is consistent with the legislative intent of this title.

Additional Findings for Reasonable Access Accommodations only

4. The housing, which is the subject of the request for reasonable accommodation, will be used by an individual protected under the act.

5. The request for reasonable accommodation is necessary to make specific housing available to an individual protected under the act.

Note:

1. **Submit your responses in both paper and electronic (MS Word) format.**
2. **Submit the items listed above by appointment with a Planner.**
3. **Application submittals without an appointment will not be accepted. Contact the Planning Division in advance to schedule an appointment with a Planner at Planning@elsegundo.org.**
4. **Incomplete Applications will not be accepted.**

Rev: 7-1-22