



City of El Segundo

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

ADMINISTRATIVE USE PERMIT 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 renderings of building elevations to evaluate the project in an electronic pdf-file and/or in paper.
- Color photographs depicting current conditions of the entire project site and surrounding area on a USB flash drive. 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.
- 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 owner(s) 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: Additional information, plans, fees, or studies may be required after initial review of the application.

Project description - Respond to the following questions. (1)

1. Describe in detail the entire proposed project. Uses involved (i.e. bank, general office, industrial restaurant, etc.), number and size of buildings (including floor area and number of stories), design of buildings (style, materials, colors), and related equipment necessary to the project (mechanical, telephone and electrical equipment, transformers, generators, trash enclosures, loading docks, etc.).
2. 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.

Required Findings (El Segundo Municipal Code Section 15-22-3B) - Describe in detail how the project request fulfills the following findings. (1)

1. There is compatibility of the particular use on the particular site in relationship to other existing and potential uses within the general area in which the use is proposed to be located.
2. The proposed use is consistent and compatible with the purpose of the zone in which the site is located.
3. The proposed location and use and the conditions under which the use would be operated or maintained will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity.
4. Potential impacts that could be generated by the proposed use, such as noise, smoke, dust, fumes, vibration, odors, traffic and hazards have been recognized and compensated for.

Additional findings for alcohol sales

5. The State Department of Alcohol Beverage Control has issued or will issue a license to sell alcohol to the applicant.

Additional findings for video arcades

6. In addition to the first four findings, before an administrative use permit for a video arcade may be granted, the performance criteria in ESMC § 15-2-15B must be evaluated.

- 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.**