



# City of El Segundo

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

## APPEAL APPLICATION GUIDE

### Submittal Requirements

- Completed Planning Application.
- Required Findings Justification in an electronic Word-file. (See Required Findings listed below).
- 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.

**Note:** The following material (plans, renderings, and notification information) is required only for the original applicant).

- 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 in an electronic pdf-file and/or in paper. 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 adjacent to the subject property, keyed to a list of names and addresses of their current property owner(s).
- Two sets of adhesive mailing labels and one copy of the list of names and addresses of the property owner(s) discussed above.
- 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 every property owner discussed above, the subject property owner(s), the applicant(s), and any other interested party (sufficient for two mailings).

**Required Findings (El Segundo Municipal Code Chapter 15-29)** - Describe in detail how the project request fulfills the following findings. (1)

1. State specifically whether there was an error or abuse of discretion by the decision maker or where a

decision is not supported by the evidence in the record.

2. Describe in detail how the project request fulfills or does not fulfill the findings applicable to the original application.

- Notes:**
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](mailto:Planning@elsegundo.org).**
  4. **Incomplete Applications will not be accepted.**

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