



# City of El Segundo

Community Development  
Planning Division  
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## PARKING DEMAND STUDY APPLICATION GUIDE

### Submittal Requirements

- Completed Planning Application.
- Detailed Project Description in an electronic Word-file.
- 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 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.
- 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. Describe the existing development on the site (including the gross and net floor area and the uses of each building).
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).
3. Describe hours of operation for the proposed use/uses.
4. Indicate the maximum number of persons for each use that utilizes the subject property on a typical day.

Employees _____	Clients/Customers _____
Visitors _____	Other building Occupants _____
	Delivery Personnel _____

5. Indicate the typical peak hours (Example: 7:30 AM-9:00 AM) for the following persons.

Employees _____	Clients/Customers _____
Visitors _____	Other building Occupants _____
	Delivery Personnel _____

6. Indicate the typical employee shifts.

A. Shift Hours _____	Number of Employees Per Shift _____
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(Example: 8 AM - 5 PM)

B. Shift Hours \_\_\_\_\_ Number of Employees Per Shift \_\_\_\_\_

C. Shift Hours \_\_\_\_\_ Number of Employees Per Shift \_\_\_\_\_

7. Indicate the number of employees utilizing alternative modes of transportation.

Van Pools \_\_\_\_\_ Walking \_\_\_\_\_  
Bicycles \_\_\_\_\_ Bus \_\_\_\_\_

8. Indicate the peak hours of the subject use and compare to other uses sharing the same parking facilities, such as multi-tenant buildings.

Subject use: \_\_\_\_\_ Other uses on site: \_\_\_\_\_  
(Example: 8 AM-9 AM)

9. Percentage of Building Occupancy \_\_\_\_\_

10. Indicate whether the site offers valet parking, a shuttle service, common or assigned parking and describe in detail.

11. Describe any other methods of reducing parking demand which were not discussed above.

12. Discuss why a reduction in parking is necessary for this project.

- Note:
1. **Submit your responses in both paper and electronic (MS Word) format.**
  2. **The above information is the minimum amount of information required for a Parking Demand Study. Larger scale and/or more complex projects will require additional information and analysis. A meeting with City staff to determine the scope of any additional information requirements should be scheduled prior to the preparation of the Parking Demand Study.**
  3. **Submit the items listed above by appointment with a Planner.**
  4. **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).**
  5. **Incomplete Applications will not be accepted.**