



# City of El Segundo

Community Development Dept.  
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## ZONE TEXT AMENDMENT APPLICATION GUIDE

### **Submittal Requirements**

- Completed Planning Application.
- Completed Environmental Information Form (if deemed necessary by staff).
- Detailed Project Description (See below).
- Required Findings Justification (See below).
- Planning fees.
- Environmental filing fee.

**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 fully the proposed amendment. Cite specific applicable El Segundo Municipal Code (ESMC) sections and provide the exact text changes proposed.

### **Required Findings (El Segundo Municipal Code Chapter 15-26)** - Describe in detail how the project request fulfills the following findings. (1)

1. Explain in detail how the proposed amendment is consistent with the purpose of Title 15 of the ESMC (See ESMC § 15-1-1).
2. Explain in detail how the proposed amendment is consistent with the purposes, objectives, goals and policies of the General Plan (Cite all the applicable General Plan sections).

- Notes:**
1. Submit your responses in both paper and electronic (MS Word) format.
  2. An appointment is required for all application submittals. Application submittals without an appointment will not be accepted. Contact the Planning Division in advance to schedule an appointment with a Planner.
  3. All application submittals must be complete. Incomplete applications will not be accepted.

