



# 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)

## PLANNING APPLICATION

**Date:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Environmental Assessment     | <input type="checkbox"/> Lot Line Adjustment       | <input type="checkbox"/> Wireless Communications   |
| <input type="checkbox"/> Adjustment                   | <input type="checkbox"/> Off-Site Parking Covenant | <input type="checkbox"/> Facilities Permit (Major) |
| <input type="checkbox"/> Administrative Adjustment    | <input type="checkbox"/> Parking Demand Study      | <input type="checkbox"/> Wireless Communications   |
| <input type="checkbox"/> Administrative Determination | <input type="checkbox"/> Precise Plan Amendment    | <input type="checkbox"/> Facilities Permit (Minor) |
| <input type="checkbox"/> Administrative Use Permit    | <input type="checkbox"/> Preliminary Review        | <input type="checkbox"/> Zone Text Amendment       |
| <input type="checkbox"/> Coastal Development Permit   | <input type="checkbox"/> Site Plan Review          | <input type="checkbox"/> Zone Change               |
| <input type="checkbox"/> Conditional Use Permit       | <input type="checkbox"/> Smoky Hollow Site Plan    | <input type="checkbox"/> Other: _____              |
| <input type="checkbox"/> Development Agreement        | <input type="checkbox"/> Specific Plan             | _____  |
| <input type="checkbox"/> Downtown Design Review       | <input type="checkbox"/> Subdivision               | _____  |
| <input type="checkbox"/> General Plan Amendment       | <input type="checkbox"/> Variance                  | _____  |

**Project address:** \_\_\_\_\_

**Applicant:**

_____	_____	_____
Name (print or type)	Phone	Fax
_____	_____	_____
Address	Email	
_____	_____	_____
City/St/Zip	Signature	

**Property Owner:**

_____	_____	_____
Name (print or type)	Phone	Fax
_____	_____	_____
Address	Email	
_____	_____	_____
City/St/Zip	Signature	

**Representative of applicant: (i.e., agent, architect, attorney, engineer, expeditor, etc.)**

_____	_____	_____
Name (print or type)	Phone	Fax

Address \_\_\_\_\_

Email \_\_\_\_\_

City/St/Zip \_\_\_\_\_

Signature \_\_\_\_\_

**Legal description:** \_\_\_\_\_  
\_\_\_\_\_

(Exact legal description. Provide attachment, if necessary).

**Zoning Designation:** \_\_\_\_\_

**General Plan Land Use Designation:** \_\_\_\_\_

**El Segundo Municipal Code Section(s) Relating to Request:** \_\_\_\_\_

**Project Description** (Attach a detailed written description of the project/request and respond to the questions on the attached application handout):

**Findings Justification Statement** (Attach a separate page and address in detail the required findings for the subject application(s)):

**Note: An appointment is required for all application submittals. Contact the Planning Division at (310) 524-2380 in advance to schedule an appointment with a Planner.**

<b><u>For Staff Use Only</u></b>	
<b>Date Received:</b> _____	<b>EA No.:</b> _____
<b>Planner:</b> (print name) _____	<b>Case Nos.:</b> _____
<b>Signature:</b> _____	_____
	<b>Fees Paid:</b> _____

- NOTES:**
1. Complete the owner and applicant/representative affidavits and owner authorization below.
  2. Separate Affidavits must be submitted if there are multiple owners.
  3. All of the signatures must be notarized before a Notary Public. The Notary Public must clearly identify the party involved (the owner, applicant, representative, etc.) and the type of document being notarized.
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**OWNER'S AFFIDAVIT**

I/We, \_\_\_\_\_ being duly sworn depose and say that I/we am/are the **OWNER** of the property involved in this application and that I/we have familiarized myself (ourselves) with the rules and regulations of the City of El Segundo with respect to preparing and filing this application and that the foregoing statements herein contained and the information documents and all plans attached hereto are in all respects true and correct to the best of my/our knowledge and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OWNER'S AUTHORIZATION**

I/We hereby authorize \_\_\_\_\_ to act for me/us in all matters relevant to this application. I understand that this person will be the exclusive contact on the project and will be sent all information and correspondence.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_ 20 \_\_\_\_  
Date

**APPLICANT/REPRESENTATIVE AFFIDAVIT**

I/We \_\_\_\_\_ being duly sworn depose and say that I/we am/are the **APPLICANT/REPRESENTATIVE** of the property involved in this application and that I/we have familiarized myself/ourselves with the rules and regulation of the City of El Segundo with respect to preparing and filing this application and that the foregoing statements herein contained and the information documents and all plans attached hereto are in all respects true and correct to the best of my/our knowledge and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_ 20 \_\_\_\_  
Date

# AUTHORIZATION FOR USE AND COPYING ARCHITECTURAL DRAWINGS BY THE PLANNING DIVISION

## General Information

The City of El Segundo strives for transparency and ease of public access to information related to development applications. As a result, architectural drawings submitted in support of an application may be included in the agenda packets for public hearings and posted on the internet. In compliance with Government Code Section 65103.5 and SB 1214 (Jones), Statutes 2022, a design professional or owner of copyrighted architectural drawings may elect to withhold authorization of the reproduction of copyright-protected architectural drawings when a separate site plan<sup>1</sup> or massing diagram<sup>2</sup> is prepared and submitted for reproduction within an agenda packet and for posting on the internet for public view and reproduction.

**Please select one of the following two options and SIGN below to confirm your election:**

**Authorization to Publish and Post Architectural Drawings**

I, \_\_\_\_\_, hereby certify that I am the design professional or owner of copyright materials who prepared the architectural drawings for the development application of the above-described property. I hereby grant the City authorization to reproduce the architectural drawings within the agenda packet for public hearings and post them on the internet and further acknowledge that members of the public will have access to these architectural drawings, and they may be copied.

**Election to Withhold Authorization (Alternative Site Plan or Massing Diagram Required)**

I, \_\_\_\_\_, hereby certify that I am the design professional, or owner of copyright if different from the design professional, who prepared the architectural drawings for the development application of the above-described property. I do not wish to grant authorization to reproduce architectural drawings within the agenda packet and post them on the internet. I acknowledge that as an alternative, I must submit a separate site plan or massing diagram for these purposes. [Note that if you fail to submit the required site plan or massing diagram promptly or refuse to submit a site plan or massing diagram, the failure or refusal to submit shall be deemed as having provided permission to reproduce architectural drawings subject to copyright within the agenda packet and post on the internet for public access under Government Code Section 65103.5 and SB 1214 (Jones), Statutes 2022. Nonetheless, architectural drawings protected by copyright will be made available for public inspection in the offices of the Community Development Department without copies being produced.]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

<sup>1</sup>“Site Plan” means a document for a project that is drawn to scale and displays most, if not all, of the following as applicable to the project: 1) property lines; 2) setback lines; 3) topographic lines; 4) easements; 5) drainage; 6) utilities; 7) lighting; 8) driveways; 9) surrounding streets and traffic flow; 10) parking lots and parking spaces; 11) landscaped areas; 12) setback distance between buildings and property lines; 13) outline of existing and proposed buildings and structures; 14) distance between buildings; and 15) ground sign location.

<sup>2</sup>“Massing Diagram” means a document that displays the three-dimensional form of a building and describes the general profile, bulk, setbacks, and size of the building, but does not contain specific architectural detail.