City of El Segundo

Planning and Building Safety
350 Main Street
El Segundo, CA 90245
(310) 524-2344; FAX: (310) 322-4167
www.elsegundo.org

APPLICATION FOR AN ADJUSTMENT

Environmental Assessment No: _____ **Adj. No:** _____

Date: _____

Applicant:

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

Check One: **Owner** ☐ **Lessee** ☐ **Agent** ☐

Property Owner:

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

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

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

Architect/Engineer:

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

Property situated at: _____
(Exact legal description. Provide attachment, if necessary).

General location: _____ **between** _____
Address (Street/Avenue) **(Street/Avenue)**

Zoning: _____ **General Plan Land Use Designation:** _____

Request: Request: Under the provisions of Title 15, Section 24-1 of the Municipal Code, application for consideration of an Adjustment for the above described property.

Explain in detail why the strict interpretation of this title would result in the unreasonable deprivation of these or enjoyment of this property and attach all supporting documents, plans, sketches, drawings, and photographs necessary to illustrate the proposal as fully as possible. (Attach extra sheets, if necessary).

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

NOTE: **Separate Affidavits must be submitted if there are multiple owners.**

OWNER'S AFFIDAVIT

I, We _____ being duly sworn depose and say that I/we the **OWNER** 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 Date

STATE OF CALIFORNIA,)
County of Los Angeles)ss.

On his _____ day of _____ ,20 _____ , before me, the undersigned Notary Public in and for said County and State, personally appeared _____ known to me to be the person whose name _____ subscribe to the within instrument, and acknowledged to me that he/she executed the same.

WITNESS my hand and official seal.

_____
Notary Public in and for said County and State

AGENT AUTHORIZATION

I hereby authorize _____to act for me in all matters relevant to this application. I understand that this person will be the primary contact on the project and will be sent all information and correspondence.

_____ _____

Owner's Signature Date

AGENT AFFIDAVIT

I, We _____ the undersigned, depose and say that (I am/ We are) the AGENT(S) 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 o all documents and all plans, attached hereto are in all respects true and correct to the best of my/our knowledge and belief.

_____ _____

Applicant's Signature Date

Procedures for filing application

1. Submit the properly completed application to the office of the Planning Division. Signature of the owner, owners, lessee, and/or agent shall be notarized before a Notary Public.

2. File application property completed in the office of the Planning and Building Safety Dept. along with completed Initial Study Applicant Questionnaire. Signature of the owner/owners, lessee (if Applicant), and/or agent shall be required on all applications.

3. Applicant shall provide all information, drawings, and other materials as requested by the Planning Department as indicated.

4. Pay filing fee. (see fee schedule)

5. Applicant and affected property owners will be notified of time of hearing.

6. Applicant must be present at the hearing and may offer additional evidence to support his/her support.

7. There shall be an additional fee for filing an appeal.

8. A map of all properties adjacent to the subject property, keyed to a list of names and addresses Including the current property owner(s). Planning Staff can assist in the preparation of the radius map. The names and addresses of the property owner(s) can be obtained by contacting: Los Angeles County Assessors Office, 6120 Bristol Parkway, Culver City, CA 90230. Telephone Number: (310) 665-5300.

9. Certification that the names and addresses provided are those of the property owner(s) currently listed in the latest available Tax Assessor's records. (Your hearing may be delayed if an excessive number of notices are returned).

10. Unaddressed business envelopes with no return address, stamped with first class postage, of Sufficient number to contact every property owner of the adjacent parcels, the subject property owner(s), the applicant(s), and any other interested party which the applicant wants notified (sufficient for two mailings).

11. Two sets of adhesive mailing labels and one copy of a list of names and addresses, both keyed into the radius map in item #1 with the names and addresses of every person indicated in item #3.

12. Provide two (2) sets of plans (site plans, floor plans, and elevations) as applicable, preliminary title report (new construction only), and all other information request by the Planning Division. All plans must be folded to a maximum of 8 ½" x 11".

13. Signature page of application must be notarized, as noted on the fee schedule.

14. Fish and Game Document Handling fee - $75.00 (all projects). County of Los Angeles Public Hearing Notice posting fee - $75.00 (for projects with an Initial Study and Negative Declaration. Mitigated Negative Declaration, or Environmental Impact Report. Not required for projects which are exempt from CEQA). Two separate checks, each made payable to the County of Los Angeles.

15. Any other information as determined necessary by the Director of Planning and Building Safety.

16. Applicant will be notified within five (5) working days as to the completeness of application.

17. The Director of Planning and Building Safety will approve or deny the application within ten (10) working days from the date of the hearing.

18. The Director's decision will be set for the next available agenda of the Planning Commission meeting
as a receive and file item, and noticed through the Public Notice process. Any Planning Commission
may request that an item be discussed. The decision of the Director is not final until received and filed or acted upon by the Planning Commission or upheld on appeal.

Planning Staff to complete

Date Received: _____ **EA No:**_____

Planner (print name):_____ **ADJ No:**_____

Signature: **Fee Paid:** _____

Rev: 03-01-07

P:\PBS\FORMS - PLANNING\Adjustment Application.doc