City of El Segundo

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

APPLICATION FOR A CONDITIONAL USE PERMIT

Environmental Assessment No: _____ **Conditional Use Permit 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:

Address	between	Street/Avenue	and	Street/Avenue

El Segundo Municipal Code Section(s)Relating to Request: _____

Request: Under the provisions of Title 15, Chapter 23-4 of the Municipal Code, application for consideration of a Conditional Use Permit for the above described property.

1. Describe in detail the entire proposed project. Uses involved (i.e. bank, general office, industrial, restaurant, etc.), number of buildings and size, (including square footage and number of stories); design of buildings (style, materials, colors), and related equipment necessary to the project (mechanical, telephone and electrical equipment, transformers, generators, trash enclosures, loading docks, etc.). Add additional sheets to answer questions as needed.

_____

_____

_____

_____

_____

_____

2. Describe the existing development on the site. Include square footages, and uses of each building.

_____

_____

_____

_____

_____

3. Explain in detail why this particular site is especially suited for the proposed development on the site and how it is compatible with the purpose of the zone.

4. Describe how the proposed project related to the development of adjacent properties and the immediate surrounding area and will not have detrimental effects to the adjacent properties or neighborhood.

5. Describe hours of operation for the proposed use/uses.

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 am 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.

_____ _____ 20 ____
Signature Date

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

On _____ 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/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.

_____ _____ 20 _____
Owner's Signature

AGENT AFFIDAVIT

I, We _____ being duly sworn depose and say that I/we am the **AGENT** 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.

_____ _____ 20 _____
Signature Date

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

On this _____ 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

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 Environmental Checklist/Initial Study Applicant Questionnaire. Signature of the owner(s), 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 the filing fee as noted on the current fee schedule.

5. A map of all properties within a 300-foot radius of the subject property, keyed to a list of names and addresses of the current property owner(s). Planning Staff can assist in the preparation of the radius map. **(Your hearing may be delayed if an excessive number of notices are returned!).** 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.

6. 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).

7. Unaddressed business envelopes with no return address, stamped with first class postage, of sufficient number to contact every property owner within the 300-foot radius The subject property owner(s), the applicant(s), and any other interested party which the applicant wants notified (sufficient for two mailings).

8. Two sets of adhesive mailing labels and one copy of a list of names and addresses, both keyed to the radius map with the names and addresses of every person listed.

9. Provide thirteen (13) sets of plans (site plans, floor plans, elevations, and landscaping plans), 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".

10. Fish and Game Document Handling fee - (all projects). County of Los Angeles Public Hearing Notice posting fee - (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. Please check with Planning staff for current fees as these fees are set by the County of Los Angeles and change periodically.

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

12. Applicant will be notified within thirty (30) calendar days as to the completeness of application.

13. The applicant and affected property owners will be notified of the date and time of the hearing. The applicant must be present at the hearing and may offer additional evidence to support his/her request.

14. The Director's decision will be set for the next available agenda of the Planning Commission Meeting and noticed through the Public Notice process. The decision of the Planning Commission

is not final for ten (10) days during which time an appeal of the decision may be filed.

15. There is an additional filing fee for filing an appeal.

Planning Staff to complete

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

Planner: (print name) _____ **CUP No.:** _____

Signature: _____ **Fee Paid:** _____

Rev: 04-15-08
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