City of El Segundo

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

DOWNTOWN DESIGN REVIEW APPLICATION

Misc 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**

Existing Zoning: _____ **Requested Zoning:**

General Plan Land Use Designation: _____

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

Request: Under the provisions of Title 15 of the Municipal Code, application for consideration of a Specific Plan for the above described property.

1. Describe in detail the entire proposed project (type of construction, materials to be used, uses involved (e.g., bank, general office, industrial, restaurant, etc.) including buildings and other equipment necessary to the project.

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

3. Explain in detail why this particular site is especially suited for the proposed development.

4. Describe how the proposed project will compare/contrast to the development of adjacent properties and the immediate area and will not have detrimental effects to the adjacent properties or neighborhood. How will potential impacts be mitigated?

5. Please indicate how the project is consistent with the Downtown Specific Plan Goals, Policies, and Objectives and the Design Guidelines.

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 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

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. 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. Please provide material sample board that includes colors, materials, and brand information.

5. Pay filing fee. (see fee schedule)

6. Provide three (3) sets of plans (site plans, floor plans, and elevations), 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".

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

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

Planning Staff to complete

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

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

Signature: _____ **Fee Paid:** _____

Rev: 11-9-11
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