City of El Segundo

Planning and Building Safety Dept.
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El Segundo, CA 90245
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ADJUSTMENT 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).
- ☐ Eight (8) sets of the project plans on 24" by 36" or 36" by 42" sheets. All plans must be collated and stapled into sets and folded to approximately 8" by 11".
- ☐ One colored set of elevation drawings or architectural renderings.
- ☐ An electronic copy of the project plans and renderings in pdf and/or jpg format.
- ☐ A map of all properties abutting the subject property, keyed to a list of names and addresses of their current property owners.(**1**)
- ☐ Two sets of adhesive mailing labels and one copy of the list of names and addresses of the property owners discussed above. (**1**)
- ☐ Certification that the names and addresses provided are those of the property owners currently listed in the latest available Tax Assessor's records. (**1**)
- ☐ Unaddressed business envelopes, stamped with first class postage, of sufficient number to contact every property owner discussed above, the subject property owner(s), the applicant(s), and any other interested party (sufficient for two mailings). (**1**)
- ☐ Proof of ownership (such as a current Title Report or Grant Deed) and documentation of easements, covenants, reservations or other property restrictions.
- ☐ Planning fees.
- ☐ Environmental filing fee.

Notes: **1. The public notification material listed above is not required for Administrative Adjustments.**

2. Additional information, plans, fees, or studies may be required after initial review of the application.

<u>Project description</u> - Respond to the following questions. (**1**)

1. Describe the existing development on the site (including the gross and net floor area and the uses of each building).
2. Describe in detail the entire proposed project. Discuss the uses involved (i.e. bank, general office, industrial restaurant, etc.), the number and size of buildings (including floor area and number of stories), the design of buildings (style, materials, colors), and the related equipment necessary to the project (mechanical, telephone and electrical equipment, transformers, generators, trash enclosures, loading docks, etc.).
3. Describe in detail the requested (administrative) adjustment(s). Discuss the required development standard(s) and the extent of the deviation(s) from code requirements.

<u>Required Findings</u> (El Segundo Municipal Code Section 15-24-4) - Describe in detail how the project request fulfills the following findings. (**1**)

1. The proposed adjustment would not be detrimental to the neighborhood or district in which the property is located.
2. The proposed adjustment is necessary in order that the applicant may not be deprived unreasonably in the use or enjoyment of his property.
3. The proposed adjustment is consistent with the legislative intent of this title.

Additional Findings for Reasonable Access Accommodations only

4. The housing, which is the subject of the request for reasonable accommodation, will be used by an individual protected under the act.
5. The request for reasonable accommodation is necessary to make specific housing available to an individual protected under the act.

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.