



City of El Segundo

Planning and Building Safety Dept.
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ADMINISTRATIVE USE PERMIT 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).
- Two 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 within a 300-foot radius of the subject property, keyed to a list of names and addresses of their current property owner(s).
- Two sets of adhesive mailing labels and one copy of the list of names and addresses of the property owners within the 300-foot radius.
- Certification that the names and addresses provided are those of the property owner(s) currently listed in the latest available Tax Assessor's records.
- Unaddressed business envelopes, 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 (sufficient for two mailings).
- 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.

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

Project description - Respond to the following questions. (1)

1. Describe in detail the entire proposed project. Uses involved (i.e. bank, general office, industrial restaurant, etc.), number and size of buildings (including floor area 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.).
2. Describe the existing development on the site (including the gross and net floor area and the uses of each building).
3. Describe hours of operation for the proposed use/uses.

Required Findings (El Segundo Municipal Code Section 15-22-5) - Describe in detail how the project request fulfills the following findings. (1)

1. There is compatibility of the particular use on the particular site in relationship to other existing and potential uses within the general area in which the use is proposed to be located.
2. The proposed use is consistent and compatible with the purpose of the zone in which the site is located.
3. The proposed location and use and the conditions under which the use would be operated or maintained will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity.
4. Potential impacts that could be generated by the proposed use, such as noise, smoke, dust, fumes, vibration, odors, traffic and hazards have been recognized and compensated for.

Additional findings for alcohol sales

5. The State Department of Alcohol Beverage Control has issued or will issue a license to sell alcohol to the applicant.

Additional findings for video arcades

6. In addition to the first four findings, before an administrative use permit for a video arcade may be granted, the performance criteria in ESMC § 15-2-15B must be evaluated.

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.