City of El Segundo

Planning and Building Safety Dept.
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# APPEAL APPLICATION GUIDE

## Submittal Requirements

- ☐ Completed Planning Application.
- ☐ Required Findings Justification (See below).
- ☐ Planning fees.

**Note: The following material (plans, renderings, and notification information) is required only for the original applicant).**

- ☐ 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 adjacent to 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 owner(s) discussed above.
- ☐ 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 discussed above, the subject property owner(s), the applicant(s), and any other interested party (sufficient for two mailings).

**Required Findings (El Segundo Municipal Code Chapter 15-25)** - Describe in detail how the project request fulfills the following findings. (**1**)

1. State specifically whether there was an error or abuse of discretion by the decision maker or where a decision is not supported by the evidence in the record.
2. Describe in detail how the project request fulfills or does not fulfill the findings applicable to the original application.

**Note: 1 Submit your responses in both paper and electronic (MS Word) format.**