



# City of El Segundo

Planning and Building Safety Dept.  
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## LOT LINE ADJUSTMENT APPLICATION GUIDE

### Submittal Requirements

- Completed Planning Application.
- Detailed Project Description (See below).
- Required Findings Justification (See below).
- One set of the Lot Line Adjustment map(s) on 8 ½" by 11" sheets (See map requirements below).
- An electronic copy of the proposed map(s) and exhibits in pdf format.
- 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. Indicate the existing and proposed number of parcels and their size.
2. Describe the existing development on the site (including the gross and net floor area and the uses of each building).

### Required Findings (El Segundo Municipal Code Section 14-4-4) - Describe in detail how the project request fulfills the following findings. (1)

1. The proposed lot line adjustment will create four or fewer parcels.
2. The proposed lot(s) or parcel(s) conform to the existing zoning code requirements. The requirements include the minimum lot size, lot frontage, setbacks, and building area or floor area ratio (FAR).
3. The proposed lot(s) or parcel(s) conform to the existing building code requirements.

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

**Map Requirements** - Provide three (3) copies of the map drawn in black ink on an 8 ½ " x 11" sheet. The map must be wet stamped by a licensed engineer or land surveyor. The following information must be provided on the map, although additional information may be required.

1. Map, scale, and north arrow.
2. The location of the project site in relation to existing streets and distance to the nearest cross-street. (Must be detailed enough to allow someone not familiar with the area to locate the project site.)
3. The existing and proposed lot layout. Show bearings, if necessary, and distances for all parcel lines. Use a heavy solid line for the project boundary, solid lines for proposed property lines, and light dashed lines for existing property lines to be adjusted.
4. A number for each existing and proposed parcel (Parcel 1, Parcel 2, etc.) and the net area of each parcel. Net area equals the gross area minus any easements that restrict the surface use of the property, such as vehicular or pedestrian easements.
5. The location and width of all existing or proposed easements or rights-of-way, whether public or private, for roads, drainage, sewers, or flood control purposes. Label the easements as existing or proposed and indicate to whom the easement is granted.
6. The location of any aboveground or underground structures on the site. Dimension distances from all proposed property lines to structures (setbacks). If there are no structures on the lots proposed for adjustment, add a note on the map stating so.
7. The net floor area and floor area ratio (FAR) calculations for non-residential properties or gross floor area and lot coverage calculations for residential properties.
8. Legal descriptions of each existing and proposed parcel. The legal descriptions must be wet stamped by a licensed engineer or land surveyor.

**Notes:** 1. 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.

2. All application submittals must be complete. Incomplete applications will not be accepted.