



City of El Segundo

Planning and Building Safety Dept.
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PARKING DEMAND STUDY APPLICATION GUIDE

Submittal Requirements

- Completed Planning Application.
- Detailed Project Description (See below).
- Two (2) 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".
- An electronic copy of the project plans in pdf and/or jpg 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. 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).
3. Describe hours of operation for the proposed use/uses.
4. Indicate the maximum number of persons for each use that utilizes the subject property on a typical day.

Employees _____
Visitors _____

Clients/Customers _____
Other building Occupants _____
Delivery Personnel _____

5. Indicate the typical peak hours (Example: 7:30 AM-9:00 AM) for the following persons.
Employees _____ Clients/Customers _____

Visitors _____

Other building Occupants _____

Delivery Personnel _____

6. Indicate the typical employee shifts.

A. Shift Hours _____
(Example: 8 AM-5 PM)

Number of Employees Per Shift _____

B. Shift Hours _____

Number of Employees Per Shift _____

C. Shift Hours _____

Number of Employees Per Shift _____

7. Indicate the number of employees utilizing alternative modes of transportation.

Van Pools _____

Walking _____

Bicycles _____

Bus _____

8. Indicate the peak hours of the subject use and compare to other uses sharing the same parking facilities, such as multi-tenant buildings.

Subject use: _____
(Example: 8 AM-9 AM)

Other uses on site: _____

9. Percentage of Building Occupancy _____

10. Indicate whether the site offers valet parking, a shuttle service, common or assigned parking and describe in detail.

11. Describe any other methods of reducing parking demand which were not discussed above.

12. Discuss why a reduction in parking is necessary for this project.

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

2. The above information is the minimum amount of information required for a Parking Demand Study. Larger scale and/or more complex projects will require additional information and analysis. A meeting with City staff to determine the scope of any additional information requirements should be scheduled prior to the preparation of the Parking Demand Study.

3. 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.

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