



City of El Segundo

Planning and Building Safety Dept.
350 Main Street
El Segundo, CA 90245
(310)524-2380; FAX (310)322-4167
www.elsegundo.org

PRECISE PLAN AMENDMENT 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 within a 300-foot radius of the subject property, keyed to a list of names and addresses of their current property owner(s). (1)
- 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. (1)
- Certification that the names and addresses provided are those of the property owner(s) 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 within the 300-foot radius, 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.

Note:

- 1. The public notification material listed above is not required for applications processed administratively.**
- 2. 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 proposed amendment: a) If the amendment involves physical changes to the site, 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.). b) If the amendment involves changes to the conditions of approval or the precise plan standards, describe the changes in detail.
3. Explain in detail why this particular site is especially suited for the proposed development.
4. Describe how the proposed project will compare/contrast to the development on adjacent properties and the immediate area and will not have detrimental effects on adjacent properties or neighborhood. How will potential impacts be mitigated?
- 5.. Describe the technological processes and equipment employed on-site and their compatibility with existing and potential land uses within the general area.

Required Findings - Describe in detail how the project request fulfills the following findings. (1)

1. The proposed amendment is in substantial compliance with the originally approved Precise Plan.
2. The proposed amendment is consistent with the provisions of Title 15 (Zoning Regulations) of the El Segundo Municipal Code (ESMC).
3. The proposed amendment is consistent with General Plan Land Use Designation for the subject site and the General Plan Goal, Objectives, and Policies.

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.

Rev: 11-20-13

P:\Planning & Building Safety\0 Planning - Old\FORMS - PLANNING\DRAFT FORMS 2012\2012 Completed handouts\Draft PPA application handout.doc