



City of El Segundo

Planning and Building Safety Dept.
350 Main Street
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SUBDIVISION 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 (including the proposed Subdivision Map) 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". (1)
- 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.

Notes:

- 1. All Subdivision maps must comply to the content and design requirements of the State Subdivision Map Act and the El Segundo Municipal Code (ESMC) Title 14 (Subdivision Regulations)**
- 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. Indicate the proposed type of subdivision (Tentative Map, Vesting Tentative Map, Parcel Map, Vesting Parcel Map, Lot Merger, etc.) and the existing and proposed number of units/lots.
2. Describe the existing development on the site (including the gross and net floor area and the uses of each building).
3. 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), 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.).

Required Findings (El Segundo Municipal Code Section 14-1-6) - Describe in detail how the project request fulfills the following findings. (1)

1. The proposed map is consistent with applicable general and specific plans as specified in section 65451 of the California Government Code.
2. The design or improvement of the proposed subdivision is consistent with applicable general and specific plans.
3. The site is physically suitable for the type of development.
4. The site is physically suitable for the proposed density of development.
5. The design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat.
6. The design of the subdivision or type of improvements are not likely to cause serious public health problems.
7. The design of the subdivision or type of improvements will not conflict with easements, acquired by the public at large, for access through or use of property within the proposed subdivision.

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.**