



# City of El Segundo

Planning and Building Safety Dept.  
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## VARIANCE 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 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).
- 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.

**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 in detail the entire proposed project. Uses involved (i.e. bank, general office, industrial restaurant, etc.), number of buildings and size (including square footage and number of stories), design of buildings (style, materials, colors), and related equipment necessary to the project (mechanical, telephone and electrical equipment, transformers, generators, trash enclosures, loading docks, etc.).
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 requested variance(s). Discuss the required development standard(s) and the extent of the deviation(s) from code requirements.

**Required Findings (El Segundo Municipal Code Section 15-23-3)** - Describe in detail how the project request fulfills the following findings. (1)

1. That there are exceptional or extraordinary circumstances or conditions applicable to the property or to the intended use that do not apply generally to the other property or class of use in the same vicinity and zone.
2. That the variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity and zone but which is denied to the property in question.
3. That the granting of the variance will not be materially detrimental to the public welfare or injurious to the property or improvement in such vicinity and zone in which the property is located.
4. That the granting of the variance will not adversely affect the General Plan.

**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.**