City of El Segundo

Planning and Building Safety Dept.
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www.elsegundo.org

WIRELESS COMMUNICATIONS FACILITIES PERMIT (MAJOR) 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.
- ☐ A map of the geographic area within and bordering the City that will be serviced by the proposed facility.
- ☐ 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.**

<u>Project description</u> - 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 and size of buildings (including floor area 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. Provide a brief narrative accompanied by written documentation that explains and validates the applicant's efforts to locate the facility in accordance with the screening and site selection guidelines set forth in ESMC § 15-19-5(D).
4. Provide a narrative that discloses the exact location (address and/or geographical coordinates) and nature of any and all existing facilities that are owned, operated or used by the applicant and located within five (5) miles from the geographic borders of the City.
5. Provide a narrative and appropriate maps that disclose the geographic area within the City that are proposed to be serviced by the proposed facility, the geographic area bordering the City, if any, that will be serviced by the proposed facility, the nature of the service to be provided or purpose of the facility, the reasons, if any, why the applicant cannot locate the facility outside the City and the efforts, if any, that applicant has made to locate the facility outside the City.

<u>Required Findings</u> (El Segundo Municipal Code Section 15-23-6) - Describe in detail how the project request fulfills the following findings. (**1**)

1. The proposed location of the conditional use is in accord with the objectives of this Title and the purposes of the zone in which the site is located.
2. That the proposed location of the conditional use and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity.
3. That the proposed conditional use will comply with each of the applicable provisions of this Chapter.

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.