City of El Segundo

Planning and Building Safety Dept.
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ZONE CHANGE AND SMOKY HOLLOW FLOATING ZONE 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) maps indicating the existing and proposed Zoning designations for the subject property and the surrounding parcels. The maps must be on 24" by 36" or 36" by 42" sheets. The maps must be collated and stapled into sets and folded to approximately 8" by 11".
- ☐ An electronic copy of the maps 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. Indicate the existing and proposed use(s) for the subject property.
2. Indicate and describe the existing and the proposed zoning designations.
3. Describe any deeds or other restrictions concerning the type and class of uses on the property involved. Provide their expiration date(s) and attach a copy of the restrictions.

<u>Required Findings</u> (El Segundo Municipal Code Section 15-24-4) - Describe in detail how the project request fulfills the following findings. (**1**)

1. Explain how public necessity requires the proposed zone change. Provide a complete response, considering the surrounding properties as well as the subject property.
2. Is the property involved in the proposed zone change more suitable and consistent with the purposes, objectives, goals and policies, of the applicable General Plan Elements than the present designation? Respond completely giving all the reasons for your response and cite specific applicable General Plan sections.
3. Explain why the use(s) permitted by the proposed zone change would be beneficial (not detrimental in any way) to the surrounding properties.
4. Explain how the proposed zone change is consistent with the purposes, objectives, goals and policies of the General Plan. Cite specific applicable General Plan sections.

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.