City of El Segundo

Planning and Building Safety Dept.
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DOWNTOWN DESIGN REVIEW APPLICATION GUIDE

Submittal Requirements

- ☐ Completed Planning Application.
- ☐ Completed Environmental Information Form (if deemed necessary by staff).
- ☐ Detailed Project Description (See below).
- ☐ Five (5) 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.
- ☐ One color and material sample board, including product names, numbers, and specifications.
- ☐ An electronic copy of the project plans and renderings in pdf and/or jpg format.
- ☐ 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 the existing development on the site (including the gross and net floor area and the uses of each building).
2. 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.).

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.

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