



# City of El Segundo

Planning and Building Safety Dept.  
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## DEVELOPMENT AGREEMENT 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).
- Development Agreement Draft.
- 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.
- 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.).
3. Describe hours of operation for the proposed use/uses.
4. Submit a Development Agreement Draft including provisions for the duration of the agreement, permitted uses of the property, density or intensity of use, maximum height and size of all buildings, and provisions for reservation or dedication of land for public purposes.

**Required Findings** - Describe in detail how the project request fulfills the following findings. (1)

1. The proposed project is consistent with the goals, objectives, policies, and programs specified in the General Plan and Specific Plan (if located within a specific plan). Specifically reference the applicable General Plan and Specific Plan sections.
2. The proposed project is compatible with the uses and regulations prescribed for the Zoning district in which it is located.
3. The proposed project's design would be compatible and integrated with, and not be detrimental to, existing development on adjacent and surrounding neighboring properties.

**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.**