



City of El Segundo

Planning and Building Safety Dept.
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SMOKY HOLLOW SITE PLAN REVIEW 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.
- 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.
- 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 owners. (1)
- Two sets of adhesive mailing labels and one copy of the list of names and addresses of the property owners discussed above. (1)
- Certification that the names and addresses provided are those of the property owner(s) currently listed in the latest available Tax Assessor's records. (1)
- 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). (1)
- 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:

- 1. The public notification material listed above is not required for projects under 15,000 square feet.**
- 2. 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.).

Required Findings (El Segundo Municipal Code Section 15-11-3(H)) - Describe in detail how the project request fulfills the following findings. (1)

1. The proposed project is compatible with the intent and purpose of the Specific Plan.
2. The plan will not have an adverse impact on the public health, safety, interest, convenience or the general welfare.
3. The site plan is compatible with the intent and purpose of the regulations and design guidelines of the Smoky Hollow Specific 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.**