



City of El Segundo

Planning and Building Safety Dept.
350 Main Street
El Segundo, CA 90245
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www.elsegundo.org

CERTIFICATE OF COMPLIANCE APPLICATION GUIDE

Submittal Requirements

- Completed Planning Application.
- One set of the Certificate of Compliance exhibits on 8 ½" by 11" sheets (See exhibit requirements below).
- An electronic copy of the proposed map(s) and exhibits in pdf 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.

Note: Additional information, plans, fees, or studies may be required after initial review of the application.

Exhibit Requirements - Provide three (3) copies of the map/legal descriptions drawn in black ink on an 8 ½ " x 11" sheet. The map must be wet stamped by a licensed engineer or land surveyor. The following information must be provided on the map, although additional information may be required.

1. Map, scale, and north arrow.
2. The location of the project site in relation to existing streets and distance to the nearest cross-street. (Must be detailed enough to allow someone not familiar with the area to locate the project site.)
3. The existing and proposed lot layout. Show bearings, if necessary, and distances for all parcel lines. Use a heavy solid line for the project boundary, solid lines for proposed property lines, and light dashed lines for existing property lines to be adjusted.
4. A number for each existing and proposed parcel (Parcel 1, Parcel 2, etc.) and the net area of each parcel. Net area equals the gross area minus any easements that restrict the surface use of the property, such as vehicular or pedestrian easements.
5. The location and width of all existing or proposed easements or rights-of-way, whether public or private, for roads, drainage, sewers, or flood control purposes. Label the easements as existing or proposed and indicate to whom the easement is granted.
6. The location of any aboveground or underground structures on the site. Dimension distances from all proposed property lines to structures (setbacks). If there are no structures on the lots proposed for adjustment, add a note on the map stating that fact.
7. The net floor area and floor area ratio (FAR) calculations for non-residential properties or gross floor area and lot coverage calculations for residential properties.
8. Legal descriptions of each existing and proposed parcel. The legal descriptions must be wet stamped by a licensed engineer or land surveyor.

Notes: 1. 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.

2. All application submittals must be complete. Incomplete applications will not be accepted.