



City of El Segundo

Community Development Department
Planning Division
350 Main Street, El Segundo, CA 90245
(310)524-2350
Planning@elsegundo.org

URBAN LOT SPLIT APPLICATION GUIDE

Submittal Requirements

- Completed Planning Application.
- Detailed Project Description in an electronic Word-file.
- Code Compliance Justification in an electronic Word-file. (See relevant codes listed below).
- Proposed parcel map in PDF format.
- Project plans showing existing and proposed development on the site in PDF format.
- Color photographs depicting current conditions of the entire project site and surrounding area in PDF format. Photos should show existing structures, trees, shrubs, walls/fences, signage, streets, curb and gutters, and parking areas. Photos must capture the surrounding area and context of the neighborhood. Each photo must be enumerated and formatted on an 8-1/2" by 11" sheet with two on each page, and keyed on an Aerial View Map of the area.
- Proof of ownership (such as a current Title Report or Grant Deed), incorporation documents for a property owner that is an LLC, and documentation of easements, covenants, reservations and/or other property restrictions.
- Planning fees.
- Environmental filing fees made payable to the County Clerk in a check with NO DATE.

Note: 1. Additional information, plans, fees, or studies may be required after initial review of the application.

2. All Subdivision maps must comply to the content and design requirements of the State Subdivision Map Act and the El Segundo Municipal Code (ESMC) Title 14 (Subdivision Regulations)

Project description - Respond to the following questions: (1)

1. Indicate the proposed type of subdivision (Tentative Map, Vesting Tentative Map, Parcel Map, Vesting Parcel Map, Lot Merger, etc.) and the existing and proposed number of units/ lots.
2. Describe the existing development on the site (including the gross and net floor area and the uses of each building). Provide a list of all the existing and proposed uses within each building, and the gross and net floor area for each existing and proposed use. Describe the building area that will be demolished, if applicable for the project.
3. 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.).

Code Compliance - Describe in detail how the proposed Urban Lot Split meets the requirements in **El Segundo Municipal Code Section 14-1-6** and Government Code Section 66411.7.

- Note:**
1. **Submit your responses in electronic (MS Word) format.**
 2. **Submit the items listed above by appointment with a Planner.**
 3. **Application submittals without an appointment will not be accepted. Contact the Planning Division in advance to schedule an appointment with a Planner at Planning@elsegundo.org.**
 4. **Incomplete Applications will not be accepted.**

