



# City of El Segundo

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

## SB 330 / SB 35 HOUSING DEVELOPMENT PRE-APPLICATION

- Project address: \_\_\_\_\_
- Property APN: \_\_\_\_\_
- Property Legal Description (attach separately)
- Project description including the following (attach separately if needed):

- Existing uses on the property
- Major physical alterations to the property
- Proposed land uses (units and square feet of residential/nonresidential)

	Residential	Nonresidential	Total
Floor Area (Zoning)			
Square Footage of Construction			

- Proposed number of parking spaces:
- Proposed point sources of air or water pollutants
- Special species of concern known to occur on the property

- Environmental Zones (Check all that apply):
  - Very high fire hazard severity zone (as determined by the Department of Forestry and Fire Protection, pursuant to Section 51178)
  - Wetlands (as defined in the United States Fish and Wildlife Service Manual)
  - Hazardous waste site (per Section 65962.5 or designated by DTSC)
  - Special flood hazard area (100-year flood) as determined by FEMA
  - Delineated earthquake zone
  - Stream or resource subject to streambed alteration agreement

**Historic or cultural resources known to exist on the property**

If yes, please describe below or attach location and description separately:

**Proposed below market rate units and affordability levels.** Please indicate the number of dwelling units proposed, indicating a breakdown of levels by affordability, set by each income category.

	Number of Units
Market Rate	
Managers Unit(s) – Market Rate	
Extremely Low Income	
Very Low Income	
Low Income	
Moderate Income	
Total No. of Units	
Total No. of Affordable Units	
Total No. of Density Bonus Units	

**Bonus units and any incentives, concessions, waivers, or parking reductions requested**

If yes, please describe below or attach separately:

**Approvals under the Subdivision Map Act being requested (attach separately)**

**Coastal Zone Environmental Checks (check all that apply):**

- Wetlands (14 CCR Section 13577)
- Environmentally sensitive habitat areas (PRC Section 30240)
- Tsunami run-up zone
- Public access to or along the coast

**Existing residential units to be demolished and occupancy status (see supplemental SB 330 Protected Unit Determination Form. Complete and attach separately):**

**Site map and aerial photograph (attach separately):**

**Site plan, floor plan and elevation drawings (see supplemental required project plan checklist and attach separately)**

**Location of any recorded public easements (indicate on site plan)**

**FEES. See Pre-Application Review Fee in the City Master Fee Schedule**

**CONTACT INFORMATION**

**Property Owner:**

\_\_\_\_\_  
Name (print or type)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
City/St/Zip

\_\_\_\_\_  
Signature

**Applicant:**

\_\_\_\_\_  
Name (print or type)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
City/St/Zip

\_\_\_\_\_  
Signature

**Optional: Agent/Representative**

Name \_\_\_\_\_

Company/Firm \_\_\_\_\_

Address \_\_\_\_\_ Unit/Space Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Optional: Other** (Specify Architect, Engineer, CEQA Consultant, etc.) \_\_\_\_\_

Name \_\_\_\_\_

Company/Firm \_\_\_\_\_

Address \_\_\_\_\_ Unit/Space Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Primary Contact for Project:  Owner  Applicant  Agent/Representative  Other

## PROPERTY OWNER AFFIDAVIT

Before the application can be accepted, the owner of each property involved must provide a signature to verify the Preliminary Application is being filed with their knowledge. Staff will confirm ownership based on the records of the City Engineer or County Assessor. In the case of partnerships, corporations, LLCs or trusts, the agent for service of process or an officer of the ownership entity so authorized may sign as stipulated below.

- **Ownership Disclosure.** If the property is owned by a partnership, corporation, LLC or trust, a disclosure identifying the agent for service of process or an officer of the ownership entity must be submitted. The disclosure must list the names and addresses of the principal owners (25 percent interest or greater). The signatory must appear in this list of names. A letter of authorization, as described below, may be submitted provided the signatory of the letter is included in the Ownership Disclosure. Include a copy of the current partnership agreement, corporate articles, or trust document as applicable.
  - **Letter of Authorization (LOA).** A LOA from a property owner granting someone else permission to sign the Preliminary Application form may be provided if the property is owned by a partnership, corporation, LLC or trust, or in rare circumstances when an individual property owner is unable to sign the Preliminary Application form. To be considered for acceptance, the LOA must indicate the name of the person being authorized to file, their relationship to the owner or project, the site address, a general description of the type of application being filed and must also include the language in items 1-3 below. In the case of partnerships, corporations, LLCs or trusts, the LOA must be signed by the authorized signatory as shown on the Ownership Disclosure or in the case of private ownership by the property owner. Proof of Ownership for the signatory of the LOA must be submitted with said letter.
  - **Grant Deed.** Provide Copy of the Grant Deed if the ownership of the property does not match local records. The Deed must correspond exactly with the ownership listed on the application.
  - **Multiple Owners.** If the property is owned by more than one individual (e.g., John and Jane Doe, or Mary Smith and Mark Jones) signatures are required of all owners.
1. I hereby certify that I am the owner of record of the herein previously described property located in \_\_\_\_\_ which is involved in this Preliminary Application, or have been empowered to sign as the owner on behalf of a partnership, corporation, LLC, or trust as evidenced by the documents attached hereto.
  2. I hereby consent to the filing of this Preliminary Application on my property for processing by the Department of \_\_\_\_\_ for the sole purpose of vesting the proposed housing project subject to the Planning and Zoning ordinances, policies, and standards adopted and in effect on the date that this Preliminary Application is deemed complete.
  3. Further, I understand that this Preliminary Application will be terminated and vesting will be forfeited if the housing development project is revised such that the number of residential units or square footage of construction increases or decreases by 20 percent or more, exclusive of any increase resulting from the receipt of a density bonus, incentive, concession, waiver, or similar provision, and/or an application requesting approval of an entitlement is not filed with \_\_\_\_\_ within 180 days of the date that the Preliminary Application is deemed complete.
  4. By my signature below, I certify that the foregoing statements are true and correct.

Signature \_\_\_\_\_  
Printed Name \_\_\_\_\_  
Date \_\_\_\_\_

Signature \_\_\_\_\_  
Printed Name \_\_\_\_\_  
Date \_\_\_\_\_

## **GENERAL INFORMATION**

An applicant for a housing development project that includes (1) residential units (2) a mix of commercial and residential uses with two-thirds of the project's square footage used for residential purposes; or (3) transitional or supportive housing, shall be deemed to have submitted a preliminary application upon provision of all of the information listed in this Preliminary Application form and payment of the permit processing fee to the agency from which approval for the project is being sought.

After submitting this Preliminary Application to the local agency, an applicant has 180 days to submit a full application or the Preliminary Application will expire.

## **PRE-APPLICATION SUBMITTAL**

1. Submit all Housing Development pre-application review forms and attachments via email to [planning@elsegundo.org](mailto:planning@elsegundo.org).
2. City staff will complete a review of the application material and provide a written response within 30 calendar days regarding the completeness of the application, its compliance with applicable development standards, and/or potential conditions of approval. Contact the Planning Division if you have any questions at (310) 524-2350.

## **APPLICATION FOR PERMITS**

SB 330 & SB 35 Housing Development applications for projects and sites that comply with the eligibility requirements of Government Code Section Government Code section 65913.4 will be processed ministerially in compliance with Government Code Section Government Code section 65913.4, subdivision (c).

Submittal Process. Applications for building permits for SB 330 & SB 35 Housing Development can be submitted through the City's [E-Z Permit Hub](#). The E-Z Permit Hub and other building permit related information can be found on the Community Development Department website at:

<https://www.elsegundo.org/government/departments/community-development/building-and-safety-division/apply-for-a-permit>.