



CITY OF PALM DESERT
DEPARTMENT OF DEVELOPMENT SERVICES
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ADJUSTMENT PERMIT SUBMITTAL HANDOUT

The following instructions are intended to provide the necessary information and procedures to submit and facilitate the processing of an Adjustment Permit Application. Adherence to these instructions will ensure that the application can be processed in the most expeditious manner possible.

SECTION I – APPLICATION SUBMITTAL REQUIREMENTS

APPLICATION SUBMITTAL REQUIREMENTS - INITIAL SUBMITTAL (COMPLETED BY STAFF AT INTAKE)		
Submitted	Complete	Each item listed below is required for submittal unless a waiver is granted by Planning Division Staff. Any waiver must be confirmed by initialing the form by the staff person granting the waiver. Refer to Section B for the minimum required information on each item.
APPLICATION INFORMATION		
		Planning Application Form
		Site Photographs
		Adjustment Justification Request
PLAN SET		
		Site Plan Sheet
		Floor Plans
		Elevations
PRIMARY REPORTS AND STUDIES		
		Notice Mailing Labels
		Preliminary Title Report
FEES		
		Filing Fees Paid

Submittal waivers may be obtained through staff consultation, a pre-submittal meeting, or a conceptual plan review application. No applications will be accepted by mail.

SECTION II – SUBMITTAL ITEMS CHECKLIST

1. FILING FEES

Application related filing fees are to be paid at the time of application. As part of the submittal process, the receipt showing payment of fees which will be copied and submitted along with the other application materials.

REQUIRED AT TIME OF APPLICATION SUBMITTAL

Adjustment Permit Application Fee: [Fees | City of Palm Desert](#)

2. APPLICATION

The Planning Application form must be completed including the project description, requested information, and ownership signatures.

3. SITE PHOTOGRAPHS

The submittal shall include high-resolution photographs taken a minimum of 30 days prior to the application submittal, showing the existing site condition, panoramic views, and site-specific characteristics and/or unique features.

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4. Adjustment Justification Request

The applicant shall provide a full description of the adjustment request being proposed, giving a detailed explanation of the request and the objectives of the applicant. The Adjustment request shall answer the following questions:

- What particular difficulties or unnecessary physical hardships inconsistent with the objectives of the Zoning Ordinance would result if the adjustment were not granted?
- What exceptional or extraordinary circumstances or conditions of the property do not apply generally to other properties in the same zone?
- To what extent would the strict or literal interpretation and enforcement of the specified regulation deprive you of privileges enjoyed by the owners of other properties in the same vicinity and zone?
- To what extent would the granting of this adjustment be detrimental to the public health, safety, or welfare or materially injurious to properties or improvements in the vicinity?

5. PROJECT EXHIBITS/PLAN SET

A complete Site Plan Sheet shall be submitted to the Planning Division. All digital submittals shall be submitted through the City's planning permit portal in pdf format. Information on where and how to submit can be found here: [Planning Permit Portal](#)

Physical submittals shall be submitted upon request. Full size plans, when required, shall be neatly folded so that the size does not exceed 9" by 12" and shall have the title block facing outwards. Plans which do not adhere to these requirements shall be rejected.

Additional items may be required upon request from City of Palm Desert staff to better assess conformance with all standards. These items include, but are not limited to: Elevations, Line of sight diagrams, finish details, material specifications, screening information, etc. These additional items will be requested during the project's completeness review.

Each exhibit shall be prepared to include the following information at minimum:

A. Site Plan Sheet

- ☐ Title block located in the lower right-hand corner of the map which contains the following information and is readily visible when folded:
 - ☐ Name of project
 - ☐ Plan name and sheet identification number
 - ☐ Initial date of drawing and any subsequent revisions
 - ☐ Name, address, and phone number of the property owner, applicant, and or authorized agent
 - ☐ Name, address, and phone number of the person preparing the exhibit
 - ☐ Exhibit Amendment block, which shall be used to notate any changes to the proposed project during the review process.
- ☐ Graphic Scale (Engineering Scale not to exceed 1" = 30')
- ☐ North arrow
- ☐ Location(s) and Dimension(s) of all:
 - ☐ Property lines
 - ☐ Required and actual setbacks for building to property lines and between buildings
 - ☐ Location of all structures
 - ☐ Fully dimensioned subject parcel boundaries
 - ☐ Access and driveway dimensions
 - ☐ Structures and building footprints, including any building projections.
 - ☐ Landscape areas and planters
 - ☐ Drive aisles, parking stalls, and loading areas
 - ☐ Typical parking space, parking dimensions including striping. All open parking stalls shall be clearly outlined with a minimum of 4-inch wide double ("hairpin") lines on the surface of the parking facility.
 - ☐ Pedestrian pathways, including ADA horizontal path of travel
 - ☐ Parking bumper or tire guard locations where parking is adjacent to any property line, public walkway, street, alley, or accessible path of travel

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- ☐ Trash enclosures
- ☐ Storage areas
- ☐ Location and total of all short-term and long term-bicycle parking
- ☐ On-site fuel tanks (above or below ground)
- ☐ Fire hydrants onsite and within 500' of the project site
- ☐ Walls and fences including details of proposed materials, height, and setbacks from adjacent street curbs and/or property lines.
- ☐ Public improvements, include cross sections
- ☐ Structures, driveways, parking areas, trees and property lines within 50' of project site perimeter boundary
- ☐ Names, locations, rights-of-way widths, and improvements of adjacent existing and proposed streets and the approximate grades of proposed and existing streets and approximate street centerline radii of curbs. Any proposed private streets shall be noted on the site plan exhibit. Location, widths, and improvements of existing and proposed public utility, easements, transmission lines, power and telephone poles, and underground utilities on or abutting the property.
- ☐ Name, location and dimension of all adjacent public and private streets
- ☐ Type, height, and location of all street, parking, and pedestrian lights
- ☐ Identification of General Plan and Zoning land use designations and existing land use of all adjacent properties
- ☐ Identify onsite circulation route(s), including drive aisle widths and interior and exterior turning radius dimensions at entries and drive aisles, for delivery and emergency vehicle access
- ☐ If the project includes any phasing of development the proposed phases, including public improvements, shall be identified on a separate site plan sheet with a table showing acreage, building square footage, number and type of units, and number of parking spaces per phase.

B. Floor Plans

- ☐ Title Block
 - ☐ Name of project
 - ☐ Plan Sheet Identification Number
 - ☐ Scale of Exhibit
 - ☐ Initial date of drawing and any subsequent revisions
 - ☐ Name, address, and phone number of the person preparing the exhibit
 - ☐ California License Stamp
 - ☐ Exhibit Amendment block, which shall be used to notate any changes to the proposed project during the review process.
- ☐ Graphic scale (not smaller than the 1/4"=1')
- ☐ North arrow (typically with North facing the top of the drawing)
- ☐ Dimensions of interior rooms
- ☐ Dimensions of all exterior components
- ☐ Label all rooms. Allocation and use of all interior and exterior space, including areas for waiting, gathering, eating, storage, or display of merchandise
- ☐ Location of all walls, doors, and window openings
- ☐ Reference to any cross-section details

C. Architectural Elevations and Renderings

- ☐ Title Block
 - ☐ Name of project
 - ☐ Plan Sheet Identification Number
 - ☐ Scale of Exhibit
 - ☐ Initial date of drawing and any subsequent revisions
 - ☐ Name, address, and phone number of the person preparing the exhibit
 - ☐ California License Stamp

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- ☐ Exhibit Amendment block, which shall be used to notate any changes to the proposed project during the review process.
- ☐ Accurately scaled two-dimensional color illustrations of all sides of each proposed (and existing, if to remain) building and accessory structures (trash enclosure, wall/fence, carport and parking shade structure, gazebo, water feature, etc.). Each illustration shall:
 - ☐ Identify which building elevation is illustrated with direction labeled as north, south, east, west
 - ☐ Be drawn to scale at not smaller than 1/4"=1' (for large projects not smaller than 1/8"=1' with 1/4"=1' details)
 - ☐ Show and note all building features including but not limited to materials, wall signs, air conditioning equipment, solar equipment, or other equipment mounted on exterior walls or roofs.
 - ☐ Total Height of Building to top of parapet or top of roof ridge
 - ☐ Total Height of Building to any tower elements (towers, spires, cupolas, chimneys, etc.)
 - ☐ Height of each building floor for multi-story buildings
 - ☐ Height of building from top of eave to top of roof (for pitch buildings)
 - ☐ Show screening for all roof-mounted equipment
 - ☐ Clearly show proposed grade elevations, height and width dimensions
 - ☐ No landscaping, figures, or other presentation decorations shall be illustrated on the building elevations.
 - ☐ Show shadow lines and necessary details to illustrate changes in building planes, recesses, and projections
- ☐ Accurately scaled perspective illustration of the proposed project as seen from the center of each adjacent street. Landscaping depicted on perspective illustrations shall be representative of the preliminary landscaping plan with five (5) years of growth.

6. PRIMARY REPORTS AND STUDIES

Notice Mailing Labels

The applicant shall provide the Department of Development Services with three (3) copies of adjacent owners and their addresses for all parcels. Information on information required and applicable radius can be found in [Palm Desert Municipal Code Section 25.60.060](#).

Preliminary Title Report: A preliminary title report dated within 30 days of the application submittal date shall be provided.