

CITY OF PALM DESERT
DEPARTMENT OF DEVELOPMENT SERVICES
73510 Fred Waring Drive, Palm Desert, California 92260
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ADMINISTRATIVE USE PERMIT SUBMITTAL HANDOUT

The following instructions are intended to provide the necessary information and procedures to submit and facilitate the processing of an Administrative Use 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 - FIRST SUBMITTAL (COMPLETED BY APPLICANT AND VERIFIED BY STAFF 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
		Environmental Assessment Review Form
		Statement of Operations
PROJECT EXHIBITS		
		Site Plan Sheet
		Floor plans
PRIMARY REPORTS AND STUDIES		
		Preliminary Title Report
		Public Hearing Notice Mailing Labels
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. CEQA related fees are to be identified and paid at the time the application is deemed complete.

REQUIRED AT TIME OF APPLICATION SUBMITTAL

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

REQUIRED AT TIME APPLICATION IS DEEMED COMPLETE

Environmental Documentation Preparation: Amount*, if any, is dependent on the Environmental Assessment and will be based on the full cost of preparing the required documentation (Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report). Dependent on the document, a minimum deposit amount will be

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required which is based on the estimated full cost of reviewing the required documentation. Please note, the amount of the deposit is an estimate, an additional deposit amount may be required to cover the actual costs of the documentation preparation if the fees exceed the initial deposit amount. After all costs have been applied to the deposit(s), the remaining funds, if any, will be refunded accordingly. The required environmental documentation as well as the amount of the required minimum deposit amount will be identified in the City's Letter of Completion issued at the time the application is deemed complete. If it is determined the project qualifies for an exemption from CEQA, no preparation fee is required.

REQUIRED AT TIME APPLICATION IS SCHEDULED FOR PUBLIC HEARING

CEQA Filing Fee: Contact Planning Division for updated fee**

State Department of Fish & Game Fee: This fee will be identified in the City's Letter of Completion issued at the time the application is deemed complete. If the project is deemed to be exempt from CEQA there will not be a fee.**

* Payable to the City of Palm Desert

* * Separate check payable to the County of Riverside

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.

4. ENVIRONMENTAL ASSESSMENT FORM

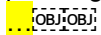
All project requests shall submit a completed environmental assessment form.

5. Statement of Use

The applicant shall provide a full description of the activity or use being proposed, giving a detailed explanation of the use and facilities involved, and the objectives of the applicant. Statement of Use shall include: Hours of operation, parking plan, number of employees, and any websites to provide as reference for Staff to better understand the proposed use.

6. PROJECT EXHIBITS/PLAN SET

A complete Plan Set 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.

Required Order of Plan Set Contents:

1. Site Plan Sheet
2. Floor plans

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: 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

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- ☐ 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
 - ☐ 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

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- ☐ 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 $\frac{1}{4}"=1'$)
- ☐ 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

7. PRIMARY REPORTS AND STUDIES

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

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](#).