



CITY OF PALM DESERT
DEPARTMENT OF DEVELOPMENT SERVICES
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TENTATIVE TRACT MAP SUBMITTAL HANDOUT

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Tentative Tract Map Application. Cooperation with 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
PROJECT EXHIBITS		
		Index Sheet
		Tentative Map Exhibit
		Preliminary Precise Grading Plan
PRIMARY REPORTS AND STUDIES		
		Preliminary Title Report
		Project Specific Water Quality Management Plan Checklist Form
		Preliminary Water Quality Management Plan (WQMP) / Best Management Practices (BMP)
		Preliminary Hydrology Report
		Public Hearing Notice Mailing Labels
FEES		
		Filing Fees Paid

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Submitted	Complete	SUPPLEMENTAL REPORTS AND STUDIES (Unless determined as part of a pre-application review meeting with Planning Division staff, the requirement of the following reports and studies will be determined after review of the submitted project description and Environmental Information Form)
		Traffic Impact Analysis
		Community Engagement Plan
		Biological Report
		Cultural Artifacts/Archeological Report
		Paleontological Report
		Geotechnical Report
		Noise Study
		Water Supply Assessment
		Energy Capacity Analysis
		FAA Part 77 / Riverside County Airport Land Use Commission Approval

SUBMITTAL REQUIREMENTS - PRIOR TO THE PUBLIC HEARING (ARCHITECTURAL REVIEW COMMISSION AND/OR PLANNING COMMISSION)				
Submitted	Complete	The following items shall be submitted when the project is scheduled for Architectural Review Commission (ARC). All items must be received a minimum of 10 business days prior to the scheduled date of the ARC meeting.	Number of physical copies	Electronic Submittal
		California Environmental Quality Act (CEQA) Filing Fees	1	N/A
		Public Notification Package	1	1
		Written summary of community engagement meeting	1	1
		Bound 11" by 17" color copy of complete plan set	10	1
		Physical Color and Material Board	1	1

SECTION II – SUBMITTAL ITEMS CHECKLIST

1. FILING FEES

Application-related filing fees are to be paid at the time of application while CEQA-related fees are to be paid at the time the application is deemed complete. 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

Tentative Tract Map Application Fee: See Fee Schedule

Environmental Assessment Review Fee: See Fee Schedule

Information on where and how to submit can be found here: [Planning Permit Portal](#)

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). The environmental documentation required as well as

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the amount of a required deposit will be identified in the City's Letter of Completion issued at the time the application is deemed complete. If 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. PROJECT EXHIBITS/PLAN SET

A complete Tentative Tract Map handout shall be submitted to the Planning Division. 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. Index Sheet
2. Site Plan Sheet
3. Preliminary Grading Plan

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

1. Index Sheet – This exhibit summarizes the project information and shall include the following:

- Title Block
 - Map Number
 - Plan 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.
- Data Table listing the following:
 - Assessor's Parcel Number(s) (book, page, and parcel number)
 - Complete legal description of property
 - Existing General Plan Designation (and proposed, if applicable)
 - Existing Zoning Designation (and proposed, if applicable).
 - Existing Specific Plan (and proposed, if applicable).
 - Existing and Proposed Land Use
 - Total Gross Site Area identified in square-feet and in acres
 - Total Net Site Area identified in both square-feet and in acres
 - Names of utility purveyors and school district(s) including providers of water, sewer, gas, electricity, telephone, and cable television. If within a water or sewer provider's jurisdictional boundary indicate if service is available at the project site; and if not, how far water lines or sewer lines must be extended to provide service (distance in feet/miles shown on site plan.)

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- List of Plan Sheets
- Vicinity map, showing site relationship to major roads, highways and two access roads. (Proposed and existing paved roads will be indicated by heavy lines or noted as paved.)

2. Tentative Map Exhibit

- Title block located in the lower right-hand corner of the map which contains the following information and is readily visible when folded:
- Graphic Scale (Engineering Scale not to exceed 1" = 30')
- North arrow
- Data Table listing all of the following:
 - Assessor's Parcel Number(s) (book, page, and parcel number)
 - Complete legal description of property
 - Existing General Plan Designation (and proposed, if applicable)
 - Existing Zoning Designation (and proposed, if applicable).
 - Existing Specific Plan (and proposed, if applicable).
 - Total Gross Site Area identified in square-feet and in acres
 - Total Net Site Area identified in both square-feet and in acres
 - Number of buildable lots
 - Number of common area, open space, and non-buildable lots
 - Average buildable lot size
 - Minimum buildable lot size
- Name and number of adjoining tentative and recorded maps
- Names of school district(s) and utility purveyors including providers of water, sewer, gas, electricity, telephone, and cable television. If within a water or sewer provider's jurisdictional boundary indicate if service is available at the project site; and if not, how far water lines or sewer lines must be extended to provide service (distance in feet/miles shown on site plan.)
- Source of water supply
- Method of sewage disposal
- Any proposed Phasing with clear identification of areas to be phased as separately recorded final maps with each phase identified with a sequential numbering, along with a matrix identifying each phase with the number of developable lots, non-developable lots, and streets for each phase.
- Identification of any contiguous property owned or controlled by the property owner or land divider
- Location and dimension of all:
 - Lot lines
 - Required and actual setbacks for building to property lines and between buildings
 - Location of existing structures (above and below ground)
 - Fully dimensioned subject parcel boundaries
 - Access and driveway dimensions
 - Landscape areas
 - Drive aisles, parking stalls, and loading areas
 - Pedestrian pathways, including ADA horizontal path of travel
 - Trash enclosures
 - On-site fuel tanks (above or below ground)
 - Fire hydrants onsite and within 500' of the project site
 - Walls and fences including height and material
 - 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. If private streets are proposed, they shall be so 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.
 - Public improvements including public streets, include cross-sections
 - Names, locations, right-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. If private streets are proposed, they shall be so noted on the subdivision map.
 - Approximate radii of curbs and interior and exterior turning radius dimensions at entries and drive aisles for emergency vehicle access

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- Existing coverage and drainpipes
- Watercourses and channels, including proposed facilities for control of storm water
- Land subject to overflow, inundation or flood hazard
- Land to be dedicated for public use
- Front, rear, interior side, and street side yard setbacks
- List and accurately show all easements of record (by map or instrument number).
- Elevation and slope information with elevation bench mark reference listed as follows:
 - Contours with maximum intervals as follows within the proposed subdivision and at least 150 feet beyond its boundaries
 - Slope interval
 - 0-2 percent 2 feet
 - 3-9 percent 5 feet
 - 10 percent or greater 10 feet
- Proposed pad and street elevations and pad elevations of adjoining existing or approved subdivisions
- If private streets or common, utility, or storm water lots are proposed, they shall be shown as lettered lots and the method by which their maintenance will be accomplished and financed shall be listed
- Name, location, and dimension of all adjacent public streets and right-of-way

3. Preliminary Precise Grading Plan:

- 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 the project
 - plan name and sheet identification number
 - initial date of drawing and any subsequent revisions
 - name, address, telephone number, signature and credentials stamp and license
 - number of person preparing map.
 - name, address, and telephone number of owner, applicant, and/or agent
 - Exhibit Amendment block, which shall be used to notate any changes to the proposed project during the review process.
 - California License Stamp
- A Grading Exhibit showing all of the following:
 - Names of utility purveyors and school district(s) including providers of water, sewer, gas, electricity, telephone, and cable television. If within a water or sewer provider's jurisdictional boundary indicate if service is available at the project site; and if not, how far water lines or sewer lines must be extended to provide service (distance in feet/miles.)
 - Vicinity map showing major street names, other reference points, and landmarks
 - North arrow
 - Scale, not less than 1"=30'
 - General drainage pattern of area to include site and adjacent properties within 100' (use arrows to show drainage flow to and from site)
 - 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. If private streets are proposed, they shall be so noted on the site plan exhibit.
 - List and accurately show all easements of record (by map or instrument number)
 - Existing topography of the property, with the source(s) of the contour lines identified. The contour lines shall extent 300 feet beyond the exterior boundaries of the subject property when adjacent property is unimproved or vacant. When adjacent property is improved or not vacant, contour lines shall extend beyond the exterior boundaries of the subject property a distance sufficient to determine compatibility with adjacent property. Maximum contour interval should be five feet.
 - Existing contours lines with adjacent top of curb elevations of existing or proposed streets
 - Proposed locations of structures and drives
 - Any access agreements and easements
 - Pad elevations of finished floors for proposed structures and existing structures
 - Spot elevations (proposed finished elevations) sufficient to demonstrate that streets, driveways, parking lots, and drainage grades meet minimum requirements. Spot elevations may be necessary at street intersections, ends, and cul-de-sacs; beginning and end of all driveways, parking lot outer limits, entrance and end points, and at all grade breaks.
 - Finished grades

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- Adjacent pad heights for adjacent structures and grades
- Elevations of existing street centerline
- Any perimeter walls and fences that affect drainage
- All relevant dimensions relation to the location of existing and proposed utilities, service lines, and easements
- Preliminary grading including all cut/fill, slopes to scale with setbacks from structures and property lines, the elevations of all individual building pads, the elevations at the perimeter of the subject property, conceptual drainage facilities (including the location of terraces, terrace drains, down drains, brow ditches, V-ditches, and lot to lot drainage facilities), existing topography, and the relationship to adjoining land and development, and any existing grading. Provide an estimated total amount of grading cut and fill (in cubic yards), and if not balanced on site, identify the anticipated source/destination of the import/export of soils materials and the anticipated route of travel.
- Size, grate elevation, invert elevation of all inlets or outlets, and drainage swales
- Pipe materials, slopes, and sizes

6. PRIMARY REPORTS AND STUDIES

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

Project Specific Water Quality Management Plan Checklist: A completed Project Specific Water Quality Management Plan (WQMP) Checklist Form for the Whitewater River Watershed. If the Checklist Form concludes a WQMP is required, a Preliminary Project Specific Water Quality Management Plan will be required as well.

Preliminary Water Quality Management Plan: The Colorado River Regional Water Quality Control Boards have adopted Board Orders in compliance with the Federal National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Clean Water Act requirements. These Board Orders regulate the discharge of pollutants from the Whitewater Regional MS4 permit and requires the City of Palm Desert to implement measures to mitigate the water quality impacts of new developments within its jurisdiction. In compliance with these Board Orders, projects submitted for discretionary approval will be required to comply with the Water Quality Management Plan for Urban Runoff (WQMP) or with the Standard Stormwater Mitigation Plan (SSMP). The WQMP/SSMP addresses post-development water quality impacts from new development and redevelopment projects.

To comply with the WQMP/SSMP, a developer must submit a "Project Specific" WQMP/SSMP in compliance with the latest adopted Board Order. This report is intended to, a) identify potential post project pollutants and hydrologic impacts associated with the development; b) identify proposed mitigation measures (Best Management Practices - BMPs) for identified impacts including site design, source control and treatment control post-development BMPs; and c) identify sustainable funding and maintenance mechanisms for the aforementioned BMPs. A template for this report is included as an appendix to the WQMP/SSMP. Projects requiring Project Specific WQMPs or Project Specific SSMPs will need to include a PRELIMINARY Project Specific WQMP/SSMP along with the subdivision application package. The format of the PRELIMINARY report would mimic the format/template of the final report but would be at a much lesser level of detail. For example, points a, b, and c above would be covered, rough calculations supporting sizing would be included, and footprint/locations for the BMPs would be identified on the tentative exhibit.

Hydrology Report: A preliminary hydrology report including a hydraulics plan shall be submitted as part of the application submittal packet. Analysis by a Civil Engineer regarding the sizing of proposed storm water facilities, and the review of whether adequate capacity of the downstream outfall facilities closest to the project site exists or were designed to take the storm water run-off volume for the project after development.

Public Hearing 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](#).

7. SUPPLEMENTAL REPORTS AND STUDIES

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Traffic Impact Analysis: Unless specifically waived by the Land Development Engineering Division, a traffic analysis prepared in accordance with the latest adopted County of Riverside Transportation Analysis Guidelines shall be submitted as part of the application submittal packet. The Land Development Engineering Division is to be contacted with any questions as to whether a memo or study is required per the Scoping Letter to establish the site-specific requirements of the memo or study. The analysis shall evaluate project impacts of Vehicle Miles Traveled (VMT) and Level of Service (LOS) using the latest guidelines adopted by the Land Development Engineering Division.

Community Engagement Plan: All development projects shall conform with Palm Desert Municipal Code Section 25.60.160 Community Engagement. Review the code to determine applicable submittal requirements: <https://ecode360.com/43850744>

Biological Report: In accordance with the General Plan Environmental Impact Report (EIR), project applicant(s) shall retain a qualified biologist to perform a biological resources evaluation for private and public development projects to determine the presence or absence of non-covered special-status plant species with the potential to occur in and adjacent to (within 100 feet, where appropriate) the proposed impact area, including construction access routes. It is required that such surveys be conducted at the proper time of year when rare or endangered species are both evident and identifiable. The report shall be prepared consistent with the requirements of the Coachella Valley Multiple Species Habitat Conservation Plan.

For projects in which special-status species are found, likely to occur, or where the presence of the species can be reasonably inferred, the City shall require feasible mitigation of impacts to ensure that the project does not contribute to the decline of affected special-species populations in the region to the extent that their decline would impact the viability of the regional population in accordance with General Plan EIR Mitigation Measure 4.5-1.

Tables 4.5-1, 4.5-2, and 4.5-3 of the Environmental Impact Report (EIR) list all federally, and state-listed species with the potential to occur in the City.

Cultural Artifacts/Archeological Report: For projects that require excavation activity (e.g., clearing/grubbing, grading, trenching, or boring) into native soil and that have the potential to exhibit native ground surface within or in the immediate vicinity of the excavation footprint, project applicants will be required to conduct archaeological resources assessments to identify and mitigate potential impacts to archaeological resources.

A Phase 1 Assessment typically consists of identifying known archaeological resources through a records search and consultation with Native American tribes, a pedestrian survey of the project site, a review of the land use history, and coordination with knowledgeable organizations or individuals. If warranted, additional analyses such as archaeological test excavations and/or remote sensing methods can be implemented to identify resources. In conjunction with these assessments, future project applicants will be required to implement mitigation measures 4.6-2a through MM 4.6-2d of the Palm Desert General Plan EIR.

Paleontological Report: A paleontological report is required if after adequate review of the proposed project, through either the City's pre-application review service or formal application process, it is determined by the Planning Division Staff that this information is required for compliance with the California Environmental Quality Act. The report shall be prepared by a qualified professional.

Geotechnical Report: A geotechnical report is required if after adequate review of the proposed project, through either the City's pre-application review service or formal application process, it is determined by the Planning Division Staff that this information is required for compliance with the California Environmental Quality Act. Depending on site conditions and location, the inclusion of a rockfall/slope analysis may be required.

Noise Study: A noise study is required if after adequate review of the proposed project, through either the City's pre-application review service or formal application process, it is determined by the Planning Division Staff that this information is required for compliance with the California Environmental Quality Act or as part of the operations of the proposed project. The study shall be prepared in accordance with Planning Division guidelines.

Water Supply Assessment (WSA): When required in accordance with California Water Code Section 10910 et seq., applicants shall submit a WSA prepared in accordance with the requirements of State Law and the Coachella Valley Water District.

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Energy Capacity Analysis: It is highly recommended for Applicant to complete a "Completion of a Customer/Project Information Sheet" (CPIS) from Southern California Edison (SCE) and submit to SCE. Proof of CPIS submittal is recommended at time of Precise Plan application and may be required as a condition of approval of the project. Projects within the service area of the Imperial Irrigation District (IID) are recommended to contact IID to discuss their project energy needs.

SECTION III – PROCEDURES

1. Schedule a time to discuss the preliminary project plans and zoning with the Development Services Department staff for project requirements, including necessary application submittals. The applicant should review the City's *General Plan* for land use and street improvements.
2. Submit a complete application, with all required signatures, application fee, environmental assessment form (if necessary), radius map and corresponding mailing labels, and any other applications (for example, Architectural Review, Conditional Use Permit, etc.).
3. For projects greater than five (5) acres in size, the applicant will consult with Development Services staff to develop a "Community Engagement Plan" to identify neighborhood and business associations that will require additional input to the proposed project. The Community Engagement Plan must include community meetings prior to moving forward for preliminary approval with the City's Architectural Review Commission (ARC).
4. Staff will review the application and determine if it is complete within 30 days from the date the project is submitted. Staff will not process the application if it is deemed incomplete. After the application is deemed complete, the project is circulated to other City departments and local agencies for comments and conditions.
5. Staff will present the project(s) to the ARC (held on the 2nd and 4th Tuesday of each month) after staff's initial 30-day review period when comments have been received from other departments and agencies, and after an initial community meeting. The ARC hearing may be delayed if the project is deemed incomplete within the 30-day review period or if any changes are required because of conditions of approval that affect the site plan, architecture, and/or if the project does not meet one (1) or more required zoning development standards.
6. After the project receives preliminary approval from the ARC, staff will prepare a staff report and resolution, and schedule the project for a Planning Commission public hearing (held on the 1st and 3rd Tuesday of each month). Staff publishes and mails a legal notice to adjacent property owners/tenants 10-21 days before the meeting, and advertise the public hearing approximately six to eight (6-8) weeks after the project submittal. There is a 15-day appeal period from the day of a decision taken by the Planning Commission.
7. If the project involves a Change of Zone, General Plan Amendment, Development Agreement, exceptions, or if the project is appealed or called up for review, City staff will schedule a public hearing with the City Council (held on the 2nd and 4th Thursday of each month). Staff will prepare a staff report, and publish and mail a legal notice to adjacent property owners/tenants 10-21 days before the meeting. This process is approximately two to four (2-4) weeks after the Planning Commission decision and approximately eight (8) to 12 weeks after the project has been submitted.
8. Once the project has been approved and entitled, staff will mail the final conditions of approval to the applicant/property owner.
9. Once final plans and conditions of approval have been prepared, final maps, grading, and improvement plans may be processed through the Development Services Department and final working drawings submitted to the Building and Safety Division for plan check.