



**CITY OF PALM DESERT**  
**DEPARTMENT OF DEVELOPMENT SERVICES**  
 73510 Fred Waring Drive, Palm Desert, California 92260  
 Phone (760) 776-6483 • [planning@palmdesert.gov](mailto:planning@palmdesert.gov)

## **TENTATIVE PARCEL MAP SUBMITTAL HANDOUT**

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

### **SECTION I – APPLICATION SUBMITTAL REQUIREMENTS**

<b>APPLICATION SUBMITTAL REQUIREMENTS - FIRST SUBMITTAL (COMPLETED BY APPLICANT AND VERIFIED BY STAFF INTAKE)</b>		
<b>Submitted</b>	<b>Complete</b>	
		Each item listed below is required for submittal as a digital copy. 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 II for the minimum required information on each item.
<b>APPLICATION INFORMATION</b>		
		Planning Application Form
		Site Photographs
		Environmental Assessment Review Form
<b>PROJECT EXHIBITS</b>		
		Index Sheet
		Tentative Map Exhibit
		Conceptual Landscape Plan
		Preliminary Precise Grading Plan
		Tentative Street Name Matrix
<b>PRIMARY REPORTS AND STUDIES</b>		
		Preliminary Title Report
		Project Specific Water Quality Management Plan Checklist Form
		Preliminary Water Quality Management Plan (WQMP)
		Preliminary Hydrology Report
		Preliminary Soils Report
		Public Hearing Notice Mailing Labels
<b>FEES</b>		
		Filing Fees Paid

<b>Submitted</b>	<b>Complete</b>	<b>SUPPLEMENTAL REPORTS AND STUDIES</b>
		(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

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		Paleontological Report
		Geotechnical Report
		Noise Study
		Water Supply Assessment
		Energy Capacity Analysis
		Fiscal Impact Analysis

<b>SUBMITTAL REQUIREMENTS - PRIOR TO THE PUBLIC HEARING (ARCHITECTURAL REVIEW COMMISSION AND/OR PLANNING COMMISSION)</b>				
<b>Submitted</b>	<b>Complete</b>	<b>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.</b>	<b>Number of physical copies</b>	<b>Electronic Submittal</b>
		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

**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**

Tentative Parcel Map 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 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) 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

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**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 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](#)

...OBJ OBJ...

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. Tentative Map Exhibit
3. Conceptual Landscape Plan
4. Preliminary Grading Plan

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 a minimum:

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

- ☐ Title Block
- ☐ Name of Project
  - ☐ 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
  - ☐ Project Address and/or cross streets
  - ☐ 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
  - ☐ Total Building Area identified in both square-feet and as a ratio of net site area (Floor Area Ratio - F.A.R)
  - ☐ Total number of dwelling units, or lots, and the total number of each type or space, unit, or lot for residential and/or mixed-use development

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- ☐ Total Building Footprint expressed in both square-feet and as a percentage of net site area (Lot Coverage Percentage)
- ☐ Total Parking Area identified in both square feet and as a percentage of net site area (Parking Coverage)
- ☐ Total Landscape Area in both square feet and as a percentage of net site area (Landscape Coverage)
- ☐ Identification of parking ratios required by City Code and total parking provided
- ☐ Number of Accessible Parking Spaces required and provided
- ☐ Number of Electric Vehicle Spaces required and provided
- ☐ Greatest number of stories and square feet of floor area per floor
- ☐ Greatest height of any building expressed in feet.
- ☐ Occupancy classification (per California Building Code)
- ☐ 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.)
- ☐ Type of construction (per California Building Code)
- ☐ List of Plan Sheets
- ☐ Vicinity map showing site relationship to major roads, highways, and access road(s). (Proposed and existing paved roads shall 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
- ☐ Tract number, title of map, and section description of property
- ☐ Name and address of owner and subdivider
- ☐ Name and address of person preparing map
- ☐ Subdivision boundary line
- ☐ Vicinity map
- ☐ Names, number, and book and page numbers 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.

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- ☐ Identification of any contiguous property owned or controlled by the property owner or land divider
- ☐ Location and dimension of all:
  - ☐ Proposed and existing 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
  - ☐ 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
  - ☐ Streets and rights-of-way providing legal access to the property
  - ☐ 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
  - ☐ 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
  - ☐ Streets and rights-of-way providing legal access to the property
  - ☐ Railroads and other rights-of-way.
  - ☐ List and accurately show all easements of record (by map or instrument number).
  - ☐ Elevation and slope information with elevation benchmark reference listed as follows:
    - Contours with maximum intervals as follows within the proposed subdivision and at least 200 feet beyond its boundaries
      - Slope interval
      - 0-2 percent 2 feet
      - 3-9 percent 5 feet
      - 10 percent or greater 10 feet
- ☐ Approximate 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
- ☐ Method of sewage disposal
- ☐ Name of school district and boundary (if within two districts)
- ☐ Names of any special districts serving the proposed subdivision and location of boundary if within area of tentative map.

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**3. Conceptual Landscape 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
  - ☐ Name, address, telephone number of person preparing exhibit.
  - ☐ Name, address, and telephone number of owner, applicant, and/or agent
  - ☐ California License Stamp
  - ☐ 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" = 40')
- ☐ North arrow (with North at the top of the drawing)
- ☐ Landscape exhibit showing all the following:
  - ☐ Property lines
  - ☐ Structures
  - ☐ Drive aisles, parking areas, and loading areas
  - ☐ Indicate and label existing trees and vegetation to remain or to be removed.
  - ☐ Pedestrian pathways (including width dimensions and identification of surface materials)
  - ☐ Trash enclosures
  - ☐ Storage areas
  - ☐ Walls and fences including height and material
  - ☐ Perimeter treatment of property (fences, walls, vegetation screens, etc.)
  - ☐ Adjacent public and private streets (including street names)
  - ☐ Structures, driveways, parking areas, and property lines within 50' of project site perimeter boundary
  - ☐ Location of all street, parking, and pedestrian lights
  - ☐ All water features (including dimensions)
  - ☐ Location of all landscape areas including the location, type, and size of all proposed plants and ground cover materials, by utilizing graphic symbols.
  - ☐ Landscape legend which contains a key to the graphic symbols used in the drawing. A separate symbol shall identify each proposed plant or tree variety by name (common and botanical) and size. The legend shall also include the following information:
    - ☐ Plant symbol, genus, species, common name, spacing, size, quantity, water use per applicable WUCOLS III zone (High, Medium, Low, and Very Low)
    - ☐ Total square feet of a proposed landscape area and the percentage of the landscape area within the total project area
    - ☐ Total square feet of the proposed turf area and the percentage of the turf area within the total landscape area.
    - ☐ References to landscape lighting type, location, and quantity
    - ☐ Dimensions and spacing of any proposed landscape planters
    - ☐ A reference to the proposed type of irrigation system (spray, emitter, and/or drip)
    - ☐ A reference to the Final Landscape Plan's required compliance with the City of Palm Desert Water Efficient Landscape Ordinance and the Coachella Valley Water District Landscaping and Irrigation System Design Ordinance
    - ☐ A shading plan which shows the total shading of parking areas at 10 years of maturity Per PDMC 25.52 and provides a shading summary identifying the total parking area, parking area shaded by carports, total uncovered parking area and landscaping shading required for uncovered areas.

**4. 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

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- ☐ 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
- ☐ California License Stamp
- ☐ Exhibit Amendment block, which shall be used to notate any changes to the proposed project during the review process.
- 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 extend 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 cul-de-sacs; beginning and end of all driveways, parking lot outer limits, entrance and end points, and at all grade breaks.
  - ☐ Finished grades
  - ☐ 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

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**6. PRIMARY REPORTS AND STUDIES**

**Preliminary Title Report:** A preliminary title report dated within 30 days of the application submittal date shall be provided. The preliminary title report must cover all parcels of the development. The report must be submitted in a text-searchable PDF format with active hyperlinks to all reference documents and instruments.

**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.

**Preliminary Hydrology Report:** Unless specifically waived by the Land Development Division, a preliminary hydrology report including a hydraulics plan shall be submitted as part of the application submittal packet.

**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**

**Traffic Impact Analysis:** Unless specifically waived by the Land Development Engineering Division, a traffic analysis prepared in accordance with the City 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



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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.

**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.

### **SECTION III – PROCEDURES**

1. Schedule a time to discuss the preliminary project plans and zoning with Planning Division staff and other City departments for project requirements, including necessary application submittals. The General Plan should be consulted for land use and street improvements.
2. Submit a completed Precise Plan application, with all required signatures, application fee, an Environmental Assessment Form, radius map and mailing labels, and any other applications (i.e. Design Review, Conditional Use Permit, Tentative Tract Map).

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3. Staff will review the application and determine if it is complete within 30 days from the date the project is submitted. The application will not be processed if it is incomplete. After the application is deemed complete, the project is circulated to other City departments and local agencies for comments and conditions.
4. Planning staff will prepare a staff report and schedule the project for the Planning Commission (held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month). Planning staff will publish and mail a legal notice to adjacent property owners/tenants 10 to 21 days before the meeting and advertise the public hearing. There is a 15-day appeal period from the day of a decision taken by the Planning Commission.
5. 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 2<sup>nd</sup> and 4<sup>th</sup> 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.
6. After the Building and Safety Department reviews the final working drawings, staff presents the construction plans to the designated Architectural Review Commission Subcommittee to confirm substantial conformance with the originally approved design. .