



**CITY OF PALM DESERT**  
**DEPARTMENT OF DEVELOPMENT SERVICES**  
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## **CHANGE OF ZONE APPLICATION HANDOUT**

The following instructions are intended to provide the necessary information and procedures to submit and facilitate the processing of a Change of Zone 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 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.
<b>APPLICATION INFORMATION</b>		
		Planning Application Form
<b>PROJECT EXHIBITS</b>		
		Site Plan Sheet
<b>PRIMARY REPORTS AND STUDIES</b>		
		Public Hearing Notice Mailing Labels
<b>FEES</b>		
		Filing Fees Paid

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

### **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**

Precise Plan Application Fee: [Fees | City of Palm Desert](#)

#### **REQUIRED AT TIME APPLICATION IS DEEMED COMPLETE**

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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

**2. APPLICATION**

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

**3. 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

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
  - 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
  - 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

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- Location of all structures
- Fully dimensioned subject parcel boundaries
- Access and driveway dimensions
- Structures and building footprints, including any building projections.
- Provide a diagram showing the project site and showing the existing versus proposed land use designations

**4. PRIMARY REPORTS AND STUDIES**

**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](#).

**5. SUPPLEMENTAL REPORTS AND STUDIES**

**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>

**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 Conditional Use Permit 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, 300-foot or 1,000 foot radius map and mailing labels, and any other applications (i.e. Design Review, Conditional Use Permit, Tentative Tract Map).
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.

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4. City staff will present the project(s) to the Architectural Review Commission (held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month) after staff's initial 30-day review period when comments have been received from other departments and agencies, if applicable. The Architectural Review Commission 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.
5. After the project receives Design Review approval from the Architectural Review Commission, 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.
6. 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.
7. 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.