



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

RECREATIONAL VEHICLE PARKING SUBMITTAL HANDOUT

The following instructions are intended to provide the necessary information and procedures to submit and facilitate the processing of a Residential Recreational Vehicle Application pursuant to the requirements of Palm Desert Municipal Code Chapter 8.40. 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 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.
APPLICATION INFORMATION		
		Planning Application Form
		Site and Vehicle Photographs
		Recreational Vehicle Information Form
PLAN SET		
		Site Plan Sheet
SUPPLEMENTAL INFORMATION		
		Recreational Vehicle Information Form
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, and location of the proposed recreational vehicle parking.

The applicant must also provide photos showing all sides of the recreational vehicle. These pictures shall include at a minimum:

- The RV from all sides, with dimensions labeled on the pictures

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- The physical location of where the RV will be stored
- How the RV will be screened from neighbors and members of the general public
- An aerial image of where the RV will be stored

4. 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](#) ...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.

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:

1. Site Plan Sheet

- ☐ Name, address, and phone number of the property owner, applicant, and or authorized agent
- ☐ North arrow
- ☐ Location(s) and Dimension(s) of all:
 - ☐ Property lines
 - ☐ Required and actual setbacks from 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
 - ☐ Walls and fences including details of proposed materials, height, and setbacks from adjacent street curbs and/or property lines
- ☐ Name and location of all adjacent public and private streets
- ☐ Proposed storage location with separation distances between RV and surrounding walls and structures
- ☐ Location and height of any screening materials proposed
- ☐ Proposed hard-surface which the RV will be stored on

5. RECREATIONAL VEHICLE INFORMATION FORM

The applicant shall provide a complete description of the recreational vehicle provided on the provided form which identifies:

- The make, year, and model of the recreational vehicle
- Vehicle weight
- License Plate Number
- All dimensions of the vehicle including its width, length, and height 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: