



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

ENTERTAINMENT SITE PLAN PERMIT HANDOUT

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Entertainment Site Plan Permit Application. Cooperation with these instructions will ensure that the application can be processed in the most expeditious manner possible.

SECTION I – APPLICATION SUBMITTAL REQUIREMENTS

| Submitted | Complete | Each item listed below is required for submittal unless a waiver is granted by City Planning 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. | Number of physical copies | Electronic Submittal |
|------------------|-----------------|---|----------------------------------|-----------------------------|
| | | Planning Application Form with Entertainment Site Plan Support Sheet (Pages 6 through 8) | 0 | 1 |
| | | Statement of Operations | 0 | 1 |
| | | Vicinity Map | 0 | 1 |
| | | Site Plan | 0 | 1 |
| | | Application Fees Paid* | 0 | 1 |

*Payable to City of Palm Desert once minimum submittal requirements are met.

Submittal waivers may be obtained through staff consultation. No applications will be accepted by mail.

| Submitted | Complete | SUPPLEMENTAL REQUIREMENTS (Unless determined as part of a pre-application review meeting with Planning Division staff, the requirement of the following will be determined after review of the submitted Application) | Number of physical copies | Electronic Submittal |
|------------------|-----------------|--|----------------------------------|-----------------------------|
| | | Building and Safety Permit(s) | 0 | 1 |
| | | Fire Department Permit(s) | 0 | 1 |
| | | Event Insurance | 0 | 1 |
| | | Environmental Health Department Permit | 0 | 1 |
| | | Alcoholic Beverage Control Permit | 0 | 1 |
| | | Business/Resident Notification | 0 | 1 |
| | | Vendor List and Licensing | 0 | 1 |

SECTION II – SUBMITTAL ITEMS CHECKLIST

1. FILING FEES

Application fees are to be paid at the time of application. As part of the submittal process, the receipt showing payment of fees will be copied and submitted along with the other application materials.

REQUIRED AT TIME OF APPLICATION SUBMITTAL

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

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2. APPLICATION

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

3. 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. Statement of Operations
2. Vicinity Map
3. Site Plan

A) STATEMENT OF OPERATIONS (typed document, if handwritten, must be legible)

The primary purpose of the statement of operations is to offer detailed insight into how the proposed entertainment will be executed and its potential impact on the surrounding community. The statement of operations should provide City staff with the logistical plans, hours, and strategies to address community concerns such as traffic management, noise control, etc.

An example Statement of Operations form is attached to this application. The details provided in this statement may prompt staff to request further information and/or initiate permitting processes with other departments or agencies if necessary.

B) Vicinity Map:

The vicinity map should be an aerial image of the event site, including visible surrounding buildings and businesses, to provide contextual information. Images can come from sources such as Google Maps.

- ☐ North Arrow
- ☐ Visibly outline event boundaries
- ☐ Label surrounding streets

C) Site 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 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
 - ☐ 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

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- ☐ 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.

4. SUPPLEMENTAL REQUIREMENTS

Building and Safety Permit(s)

A permit from the City of Palm Desert Building & Safety Department and Riverside County Fire Marshall must be obtained if the following structures are proposed at the event:

- Tents or membrane structures greater than 400 square feet
- Temporary structure greater than 120 square feet intended to be used to gather 10 or more persons
- Temporary generator(s)
- Structures such as stages, bleachers, and platforms

The permits will be processed concurrently with the Temporary Use Permit and/or Fire Special Event Permit. For more information, please contact the Permit Center at 760.776.6435 or visit <https://www.palmdesert.gov/our-city/departments/planning/palm-desert-permit-center>.

Fire Department Permit(s)

The applicant is required to apply for a Fire Special Event Permit and/or Pyrotechnics & Special Effects Application with the Riverside County Fire Department. At a minimum, the Planning staff will forward the project to the Fire Department and the Fire Department will contact the applicant using the information provided on the application. However, the Applicant is responsible for obtaining the appropriate permits from the Fire Department.

For more information, please reach contact the Riverside Fire Department at 760.863.8886 or visit https://rivcoplus.org/EnerGov_Prod/SelfService#/applicationAssistant

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Event Insurance

If the proposed event is to be held on City-owned property, the Applicant must provide a comprehensive insurance package as determined by the City of Palm Desert. At a minimum, the following items will be necessary and will undergo review by the City's Risk Manager:

- **Certificate of Liability Insurance**
 - At least \$2 million per occurrence, \$4 million general aggregate and \$4 million products-completed operations aggregate
- **Additional Insured**
 - Confirm the endorsement shows the Agency and all other persons required to be shown as insured OR the endorsement says "any person or organization as required by written contract."
- **Primary, Noncontributory**
 - Same as the additional insured endorsement
- **Waiver of Subrogation**
 - Same as the additional insured endorsement
- **Workers Compensation or Waiver of Workers Compensation**

Environmental Health Department Permit

If food will be prepared or served on-site, food vendors are required to adhere to all Riverside County health laws, ordinances, and regulations concerning public health and sanitation. The Applicant is responsible for obtaining the appropriate permits from the Department of Environmental Health.

For more information, please contact the Riverside County Department of Environmental Health (DEH) at 760.863.8287 or visit <http://www.rivcoeh.org/Programs/TFF>.

Alcoholic Beverage Control Permit

If alcohol is served on-site, the Applicant and/or vendors must receive authorization from the State of California Department of Alcoholic Beverage Control (ABC). The Applicant is **for obtaining the appropriate permits from the ABC. Where applicable, the Applicant must provide proof of consultation and clearance to the Planning Division.**

For more information, please contact the local Department of Alcoholic Beverage Control office at 760.324.2027 or visit www.abc.ca.gov.

Traffic Control Plan

If the event takes place in a City right-of-way, such as a public sidewalk, or requires any road closures, a traffic control plan may be necessary. The City's Public Works Department will assess the need for a traffic control plan after receiving a complete application through the Planning Division.

Public Notification:

Firework displays, pyrotechnics, and special effects will require written notification to the surrounding residents and neighborhoods. Proof of mailing and/or copy of the digital notification letter shall be submitted to the Planning Department before permit issuance.

If your event has the potential to negatively affect businesses, individuals, or the community in any way, such as through street closures, loud music, or a large gathering, it is the Applicant's responsibility to notify those who may be impacted. After submitting a complete application, the City will guide you on which businesses, residents, or communities you need to inform before your event takes place.

Applicants are required to make all notifications a minimum of two weeks prior to the event, in both of two ways listed below:

1. Via mail notification to all adjacent neighborhoods
2. Via email notification to all surrounding Homeowners Associations (HOA). Notifications must contain information concerning the event and how to contact the Applicant before and after it occurs.

Vendor List & Licensing:

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All entities conducting business within the City of Palm Desert must hold a valid business license issued by the City, including vendors involved in the proposed event operations. Vendors without an existing business license can apply for a one-day business license through the Code Compliance Division, which can cover the duration of the Temporary Use Permit.

For specific types of events, such as farmers markets, artist fairs, etc., event organizers may be required to furnish a list of vendors along with their contact details as part of the City approval process. In such cases, the event organizer is responsible for registering all vendors under a single application and ensuring that the requisite fees are paid.

SECTION III – PROCEDURES

1. Schedule a time to discuss the event location and logistics with Planning Division staff and other City departments for project requirements, including necessary application submittals.
2. Submit a complete application, with all sets of required plans and appropriate fee to the Department of Development Services for staff review. Staff will review the application and determine if it is complete within 1-2 days from the date the application is submitted. Staff will not process the application if it is deemed incomplete. After the application is deemed complete, staff will circulate the project to other City departments and local agencies for comments and conditions.
3. Staff will return comments and conditions within two weeks, upon which the applicant may need to submit additional documents. These documents will be forwarded to the necessary reviewers as soon as possible to see if it satisfies their requests. Once the review is deemed complete, Staff will generate a permit approval letter within 1-2 days.

SECTION IV – FREE RESOURCES

- <https://www.google.com/maps> - aerial imagery for site plan
- <https://www.nearmap.com/us/en> - high-definition aerial imagery for site plan, can be requested from Planning Division
- <https://www.canva.com/> - tool for marking up site plan
- <https://paint.sumo.app/> - tool for marking up site plan

Click or tap to enter a date.

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[Mr. or Mrs. First and Last Name]

[Company Name]

[Address (Do not Abbreviate)]

[City, State Zip Code (Do Not Abbreviate)]

Statement of Operations

[Title of Event]

1. Detailed Entertainment Description

2. Location

- a. Address: _____
- b. Describe the area within or on the premises where the entertainment will be performed and observed, with reference to the site plan

3. Days and Hours of Operation

- a. What are the dates and times for entertainment: _____

4. Estimated Attendance

- a. Estimated/Maximum attendance per day: _____

☐ Will this event be open to the public?

☐ Provide operations plan on controlling number of attendees per day:

☐ Will minors be present?

- b. Employees/volunteers working event: _____

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5. Event Specifics

- a. A statement as to whether entertainers/services are to be provided by employees of the business or nightclub, including the applicant, owner, operator, or whether entertainers are independent contractors. The statement shall include whether or not the entertainers are to be employed or utilized in food or beverage service, merchandise sales, or other non-entertainment related activity
- b. Will food service or sales be part of the event? If yes, please specify the type of food and its on-site location.
- c. Will alcohol be served/sold or consumed on-site? If yes, please specify how it will be served and its on-site location.
- d. Will there be amplified sound or live entertainment? If yes, kindly provide details on the type of entertainment and the equipment that will be utilized.
- e. Will security be provided for the event? If so, provide the following: Name, License Number, number of security personnel, hours of operation, task(s), and contact information.
- f. Do you plan to have any special events that will not be a part of the normal entertainment? If yes, a separate Temporary Use Permit application will be required for each event. The maximum number of TUPs is 10 days per calendar year.

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6. Type of Equipment Used

Note: Answering Yes to (a) or (b) below requires a City of Palm Desert building permit.

- a. Will temporary tents, canopies, membrane structures, bleachers, platforms, or stages be utilized? If yes, specify their intended purpose, quantity, and respective size(s).
- b. Will temporary power be needed? If yes, indicate the number of generators required, their intended purpose, and the designated on-site locations for these generators.

Applicant Name

Applicant Signature