



CITY OF PALM DESERT
DEPARTMENT OF DEVELOPMENT SERVICES
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ENVIRONMENTAL ASSESSMENT APPLICATION

The following instructions are intended to provide the necessary information and procedures to submit and facilitate the processing of an Environmental Assessment Application. 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 - 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
PROJECT EXHIBITS		
		Supplemental Information
FEES		
		Filing Fees Paid

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

Environmental Assessment Application Fee: [Fees | City of Palm Desert](#)

* Payable to the City of Palm Desert

2. APPLICATION

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

3. ENVIRONMENTAL ASSESSMENT FORM

All project requests shall submit a completed environmental assessment form.

SECTION III – ENVIRONMENTAL ASSESSMENT FORM

Project Name (if any): _____

Project Location (street address/general location): _____

**CITY OF PALM DESERT
ENVIRONMENTAL ASSESSMENT FORM**

Precise Legal Description of the Property (lot and tract number, or meets and bounds): _____

Proposed Use of the Site (project for which the form is filed; describe the total undertaking, not just the current application approval being sought): _____

Relationship to a Larger Project or Series of Projects (describe how this project relates to other activities, phases, developments planned, or now underway): _____

List and describe any other related permits and other public approvals required for this project to go forward, including those required by the City, Regional, State, and Federal agencies (indicate subsequent approval agency name and type of approval required): _____

I. EXISTING CONDITIONS:

1. Project Site Area (size of property in square feet or acreage): _____

2. Existing Zoning: Proposed Zoning: _____

3. General Plan Designation: _____

4. Existing Use of the Project Site: _____

5. Existing Use on Adjacent Properties (Example: north, shopping center; south, single-family dwellings; etc.):

North: _____

South: _____

East: _____

West: _____

**CITY OF PALM DESERT
ENVIRONMENTAL ASSESSMENT FORM**

6. Site Topography (describe): _____

7. Are there any natural or manmade drainage channels through or adjacent to the property? ☐ No ☐ Yes

8. Grading (estimate number of cubic yards of earth being moved): _____

9. List the number, size, and type of trees being moved: _____

10. Describe any cultural, historic, or scenic aspects of the project site: _____

11. Residential Project (Note: If not residential, do not complete this section):

A. Number and type of dwelling units (specify number of bedrooms): _____

B. Schedule of Unit Sizes: _____

C. Number of Stories: _____ Height(ft): _____

D. Largest Single Building (square feet): _____ Height(ft): _____

E. Type of Household size Expected (population projection of the project): _____

F. Describe the Number and Type of Recreational Facilities: _____

G. Is There any Night Lighting of the Project: ☐ No ☐ Yes

H. Range of Anticipated Sale Prices or Rent: \$ _____ to \$ _____

**CITY OF PALM DESERT
ENVIRONMENTAL ASSESSMENT FORM**

I. Percent of total Project Devoted to:

Building: %

Paving (including Streets): %

Landscaping and Open Space (Recreation Area) %

12. Commercial, Industrial, Institutional, or Other Projects:

A. Type of Use(s) and Major Function(s). If proposed project includes offices, specify type and number:

B. Number of Square Feet in Total Building Area: _____

C. Number of Stories: _____ Height(ft): _____

D. Largest Single Building (square feet): _____ Height(ft): _____

E. Number of Square Feet in Outdoor Storage Area: _____

F. Total Number of Required Parking Spaces: _____

Number of Parking Spaces Provided: _____

G. Hours of Operation: _____

H. Maximum Number of Clients, Patrons, Shoppers, etc. at One Time: _____

I. Maximum Number of Employees at One Time: _____

J. If Patron Seating is Involved, State the Number: _____

K. Is There any Night Lighting of the Project: ☐ No ☐ Yes

**CITY OF PALM DESERT
ENVIRONMENTAL ASSESSMENT FORM**

L. Percent of Total Project Devoted to:

Building: %

Paving (including Streets): %

Landscaping and Open Space (Recreation Area) %

Are the following Items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

	<u>YES</u>	<u>NO</u>
1. Change in existing features of hillside, or substantial alteration of ground contours.	<input type="checkbox"/>	<input type="checkbox"/>
2. Change in the dust, ash, smoke, fumes, or odors in the project vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
3. Subject to or resulting in soil erosion by wind or flooding.	<input type="checkbox"/>	<input type="checkbox"/>
4. Change in ground water quality or quantity, or alteration of existing drainage patterns.	<input type="checkbox"/>	<input type="checkbox"/>
5. Change in existing noise or vibration level in the vicinity. Subject to roadway or airport noise. (Has the required acoustical report been submitted)?	<input type="checkbox"/>	<input type="checkbox"/>
6. Involves the use or disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives.	<input type="checkbox"/>	<input type="checkbox"/>
7. Involves the use of substantial amounts of fuel or energy.	<input type="checkbox"/>	<input type="checkbox"/>
8. Changes in demand for municipal services (police, fire, sewage, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
9. Changes in demand for utility services beyond those presently available or planned in the near future.	<input type="checkbox"/>	<input type="checkbox"/>
10. Significantly affects any unique or natural features, including mature trees.	<input type="checkbox"/>	<input type="checkbox"/>
11. Change in scenic views, vistas from existing residential areas, public land, or public roads.	<input type="checkbox"/>	<input type="checkbox"/>
12. Results in the dislocation of people.		
13. Generates controversy based on aesthetics or other features of the project.	<input type="checkbox"/>	<input type="checkbox"/>
14. Attached are additional pages for the explanation of items that were answered "YES."	<input type="checkbox"/>	<input type="checkbox"/>