



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

DESIGN REVIEW HANDOUT

The following instructions are intended to provide the necessary information and procedures to submit and facilitate the processing of a Design Review 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 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 Photographs
		Environmental Assessment Review Form
PROJECT EXHIBITS		
		Index Sheet
		Site Plan Sheet
		Architectural Elevations and Renderings
		Floor plans
		Roof Plan
		Cross Sections
		Color and Materials Boards
		Exterior Lighting Plan
		Conceptual Landscape Plan
		Preliminary Precise Grading Plan
PRIMARY REPORTS AND STUDIES		
		Preliminary Title Report
		Project Specific Water Quality Management Plan Checklist Form
		Public Hearing Notice Mailing Labels
FEES		
		Filing Fees Paid

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SUBMITTAL REQUIREMENTS - PRIOR TO ARCHITECTURAL REVIEW COMMISSION MEETING				
Submitted	Complete	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.	Number of physical copies	Electronic Submittal
		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
		Physical Color and Material Board	1	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

Design Review 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). Depending 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 ARCHITECTURAL REVIEW COMMISSION

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. SITE PHOTOGRAPHS

The submittal shall include high-resolution photographs taken a minimum of 30 days before the application submittal, showing the existing site condition, panoramic views, and site-specific characteristics and/or unique features.

4. ENVIRONMENTAL ASSESSMENT FORM

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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. Site Plan Sheet
3. Architectural Elevations and Renderings
4. Floor plans
5. Roof Plan
6. Cross Sections
7. Landscape Plan
8. Color and Materials Board
9. Exterior Lighting Plan
10. 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 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
 - ☐ Total Building Footprint expressed in both square-feet and as a percentage of net site area (Lot Coverage Percentage)

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- ☐ 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. 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
 - ☐ 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
 - ☐ 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

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- ☐ 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.

3. Architectural Elevations and Renderings

- ☐ Title Block
 - ☐ Name of project
 - ☐ Plan Sheet Identification Number
 - ☐ Scale of Exhibit
 - ☐ Initial date of drawing and any subsequent revisions
 - ☐ Name, address, and phone number of the person preparing the exhibit
 - ☐ California License Stamp
 - ☐ Exhibit Amendment block, which shall be used to notate any changes to the proposed project during the review process.
- ☐ Accurately scaled two-dimensional color illustrations of all sides of each proposed (and existing, if to remain) building and accessory structures (trash enclosure, wall/fence, carport and parking shade structure, gazebo, water feature, etc.). Each illustration shall:
 - ☐ Identify which building elevation is illustrated with direction labeled as north, south, east, west
 - ☐ Be drawn to scale at not smaller than 1/4"=1' (for large projects not smaller than 1/8"=1' with 1/4"=1' details)
 - ☐ Show and note all building features including but not limited to materials, wall signs, air conditioning equipment, solar equipment, or other equipment mounted on exterior walls or roofs.
 - ☐ Total Height of Building to top of parapet or top of roof ridge
 - ☐ Total Height of Building to any tower elements (towers, spires, cupolas, chimneys, etc.)
 - ☐ Height of each building floor for multi-story buildings
 - ☐ Height of building from top of eave to top of roof (for pitch buildings)
 - ☐ Show screening for all roof-mounted equipment
 - ☐ Clearly show proposed grade elevations, height and width dimensions
 - ☐ No landscaping, figures, or other presentation decorations shall be illustrated on the building elevations.
 - ☐ Show shadow lines and necessary details to illustrate changes in building planes, recesses, and projections
- ☐ Accurately scaled perspective illustration of the proposed project as seen from the center of each adjacent street. Landscaping depicted on perspective illustrations shall be representative of the preliminary landscaping plan with five (5) years of growth.

4. Floor Plans

- ☐ Title Block
 - ☐ Name of project
 - ☐ Plan Sheet Identification Number
 - ☐ Scale of Exhibit

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- ☐ Initial date of drawing and any subsequent revisions
 - ☐ Name, address, and phone number of the person preparing the exhibit
 - ☐ California License Stamp
 - ☐ Exhibit Amendment block, which shall be used to notate any changes to the proposed project during the review process.
- ☐ Graphic scale (not smaller than the $\frac{1}{4}"=1'$)
- ☐ North arrow (typically with North facing the top of the drawing)
- ☐ Dimensions of interior rooms
- ☐ Dimensions of all exterior components
- ☐ Label all rooms. Allocation and use of all interior and exterior space, including areas for waiting, gathering, eating, storage, or display of merchandise
- ☐ Location of all walls, doors, and window openings
- ☐ Reference to any cross-section details

5. Roof Plan

- ☐ Title Block
 - ☐ Name of project
 - ☐ Plan Sheet Identification Number
 - ☐ Scale of Exhibit
 - ☐ Initial date of drawing and any subsequent revisions
 - ☐ Name, address, and phone number of the person preparing the exhibit
 - ☐ California License Stamp
 - ☐ Exhibit Amendment block, which shall be used to notate any changes to the proposed project during the review process.
- ☐ Graphic scale (not smaller than the $\frac{1}{4}"=1'$)
- ☐ North arrow (typically with North facing the top of the drawing)
- ☐ Roof Plan Sheet be prepared by a qualified professional as stipulated by the California Business and Professions Code which shall include the following information:
 - ☐ Indication of roof pitch
 - ☐ Line of exterior walls
 - ☐ Type and color of roofing material
 - ☐ All roof mounted equipment location, height, and type and height of screening material
 - ☐ All skylights and solar panels
 - ☐ Any patio, deck, or other usable areas and associated structures
 - ☐ Indicate height of all tops of parapets and height changes
 - ☐ Location of roof-mounted equipment
 - ☐ Location of ladder for roof access
 - ☐ Dimension of parapet returns
 - ☐ Location of roof drainage
 - ☐ Construction flashing details

6. Cross Sections

- ☐ Title Block
 - ☐ Name of project
 - ☐ Plan Sheet Identification Number
 - ☐ Scale of Exhibit
 - ☐ Initial date of drawing and any subsequent revisions
 - ☐ Name, address, and phone number of the person preparing the exhibit
 - ☐ California License Stamp
 - ☐ Exhibit Amendment block, which shall be used to notate any changes to the proposed project during the review process.

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- ☐ Cut through the project site and any street surrounding the property to indicate height of street curbs, adjacent finished pad heights, foundation, finish floor, top of parapets, and roof-mounted equipment for the proposed structure or structures.
- ☐ Section views to illustrate architectural details shown on the building elevation including labeled dimensions.
- ☐ Section showing any window recessing
- ☐ Sections of any street-facing elevations

7. 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

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- ☐ 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.

8. Color and Materials Board:

- ☐ The intent of the Materials Sample Board is to provide an accurate representation of the major exterior materials to be used on the project including colors and textures. Physical materials shall be mounted to a board or sheet (maximum size of 8" x 13" by 3/8" thick) containing precise color swatches and material samples that shall show the following:
 - ☐ Samples of roofing materials (a photo sample may be used prior to scheduling a hearing with the Architectural Review Commission).
 - ☐ Samples of all siding materials (a photo sample may be used prior to scheduling a hearing with the Architectural Review Commission).
 - ☐ Samples of all paint colors (actual manufacturer's sample with color name and identification number, copies, photos or digital print outs will not be accepted)
 - ☐ Samples of window frames (a photo sample may be used upon prior to scheduling a hearing with the Architectural Review Commission).
 - ☐ Samples of awning materials (a photo sample may be used upon prior to scheduling a hearing with the Architectural Review Commission).
 - ☐ Samples of decorative paving treatments (a photo sample may be used upon prior to scheduling a hearing with the Architectural Review Commission).

9. Exterior Lighting 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 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.
- Photometric Site Plan:
 - ☐ A photometric lighting plan prepared by the project engineer showing point-by-point lighting levels for the entire lot and ten feet beyond the project boundaries. The point-by-point photometric plan shall provide lighting levels at a maximum of ten-foot intervals. Photometric calculations shall use a .85 light loss factor for all photometric plans.
 - ☐ Photometric calculations providing the following statistics:
 - ☐ Average to minimum foot-candles;
 - ☐ Maximum to minimum foot-candles;
 - ☐ Average foot-candles; and
 - ☐ Minimum foot-candles
 - ☐ Type of illumination, height, and location of all exterior lighting fixtures located on the project site
- ☐ A description of the outdoor light fixtures including a manufacturer cut sheet, product specifications, and shielding information for each lighting fixture
 - ☐ Lumen output of all lighting fixtures
 - ☐ Color temperature of all lighting fixtures

10. 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 persons 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.

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

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>

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 Design Review application, with all required signatures, application fee, an Environmental Assessment Form, 300-foot or 1,000 foot radius map and mailing labels (if applicable), and any other applications (i.e. Conditional Use Permit, etc.).
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. City staff will present the project(s) to the Architectural Review Commission (held on the 2nd and 4th Tuesday of each month) after staff's initial 30-day review period when comments have been received from other departments and agencies. 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 notice of action summarizing the approval and provide it to the applicant. . There is a 15-day appeal period from the day of a decision taken by the City Council.
6. After the Building and Safety Department reviews the final working drawings, staff reviews the construction drawings to confirm substantial conformance with the originally approved design and any applicable conditions.