

**CITY OF PALM DESERT**  
**DEPARTMENT OF DEVELOPMENT SERVICES**  
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## **FENCE AND WALL EXCEPTION SUBMITTAL HANDOUT**

The following instructions are intended to provide the necessary information and procedures to submit and facilitate the processing of a Fence and Wall Exception 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 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.
<b>APPLICATION INFORMATION</b>		
		Planning Application Form
		Site Photographs
		Environmental Assessment Review Form
<b>PROJECT EXHIBITS</b>		
		Site Plan Sheet
		Architectural Elevations and Renderings
		Color and Materials Board
		Conceptual Landscape Plan
<b>PRIMARY REPORTS AND STUDIES</b>		
		Meeting Notice Labels
		Exception Justification Sheet
<b>FEES</b>		
		Filing Fees Paid

<b>SUBMITTAL REQUIREMENTS - PRIOR TO ARCHITECTURAL REVIEW COMMISSION MEETING</b>			
<b>Submitted</b>	<b>Complete</b>		
		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.	
		Bound 11" by 17" color copy of complete plan set	10
		Physical Color and Material Board	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.

### **REQUIRED AT TIME OF APPLICATION SUBMITTAL**

Design Review 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**

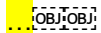
The submittal shall include high-resolution photographs taken a maximum of 30 days before the application submittal, showing the existing site condition, panoramic views, and site-specific characteristics and/or unique features.

### **4. ENVIRONMENTAL ASSESSMENT FORM**

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](#)



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 Sheet
2. Architectural Elevations and Renderings
3. Landscape Plan
4. Color and Materials Board

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. 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

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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.
- ☐ 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
- ☐ 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.

**2. Architectural Elevations and/or 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.

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- ☐ 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.

**3. 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.

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- ☐ 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
- ☐ 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.

**4. 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).

**6. 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](#).

**Exception Justification Sheet**

Submit a letter detailing how the exception meets the following findings:

- That unusual circumstances exist which make the literal interpretation and enforcement of the standards impractical or contrary to the purpose of the ordinance codified in this section.*
- The exception shall not result in damage to adjacent properties.*
- Property owners adjacent to the proposed exception shall be informed of the application at least 10 days prior to the ARC meeting.*
- Exceptions for nonconforming materials, including wood and vinyl fences, shall be based on architectural merit and compatibility with the home's architectural style.*

**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, radius map and mailing labels, and any other applications (i.e. Conditional Use Permit, etc.).

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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 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. 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.