



CITY OF PALM DESERT
DEPARTMENT OF DEVELOPMENT SERVICES
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PRE-APPLICATION SUBMITTAL HANDOUT

The Pre-Application is an optional, highly encouraged, review prior to making a formal submittal for entitlement. This form is separate and distinct from required submittals for eligible housing development projects that fall within the scope of Senate Bill 330 (residential, mixed-use comprised of 2/3rd or greater residential, and transitional/supportive housing. If you are seeking a pre-application applicable under Senate Bill 330 (SB 330), please contact the Planning Division at 760-776-6483 for more information. This form is not used for SB 330 pre-application review.

The purpose of this Pre-Application review is to provide an informal application which will:

1. Advise a prospective applicant of the current City standards and requirements.
2. Assesses whether a prospective applicant's development proposal is consistent with the current City standards and requirements before an application is actually filed and fees are paid.
3. Shorten the length of time required to process a development proposal once it has been accepted for processing.
4. Encourage development proposal designs that are sensitive to environmental and developmental constraints and lessen the need for subsequently costly and time-consuming redesigns.
5. Identify special studies that will be required or comment on preliminary studies that have been provided.

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](#). The plan will be reviewed by City staff and any outside agencies, as applicable. The more information you are able to provide on the plans, the more the City can assist. If you have any questions, please call the Planning Division at 760-776-6483.

SUBMITTAL REQUIREMENTS:

MINIMUM REQUIRED INFORMATION ON PLANS:

1. Proposed site plan and/or tentative map layout
2. Vicinity map
3. North arrow
4. Engineering scale
5. Dimensioned Streets, Existing Improvements, Right-of-Way width, and required setbacks
6. Total floor area of existing and proposed Structures
7. Parking count with breakdown of parking types (accessible, EV, etc.)
8. Intended Occupancy and Land Use
9. Assessor's Parcel Number, and street address
10. Existing and Proposed Zoning
11. Statement of Operations
12. Property lines
13. Photos of the site
14. Landscaped Areas
15. Proposed and existing drive access locations

The following information would be recommended and beneficial to provide on plans, to provide extra analysis for your project:

1. Current and proposed trip generation from project. (*Note: Submittal of this may allow for determination on a traffic impact analysis and provide information on the City's procedure for a scoping agreement found [here](#)*).
2. Easements
3. Existing Topographical Lines, proposed slopes, and lot drainage patterns
4. Location of any sensitive environmental areas
5. Proposed Elevations (all four sides)
6. Number of Stories (building height)