



**CITY OF PALM DESERT**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
 73510 Fred Waring Drive, Palm Desert, California 92260  
 Phone (760) 346-0611 • Fax (760) 776-6417 • [planning@cityofpalmdesert.org](mailto:planning@cityofpalmdesert.org)

## ARCHITECTURAL REVIEW APPLICATION

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**Applicant Name:** \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner Name:** \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**Representative:** \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**Please Send Correspondence to (Check One):**    Applicant    Property Owner    Representative

**Property Address(es):** \_\_\_\_\_

**Assessor Parcel No(s):** \_\_\_\_\_

**Project Request (Describe the Specific Nature of Approval Requested):**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Property Owner Authorization:** The undersigned states that they are the owner(s) of the property described and herein give authorization for the filing of the application.

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant/Representative Signature:** By signing this application, I certify that the information provided is accurate. I understand that the City might not approve what I am applying for and/or might require conditions of approval.

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### OFFICE USE ONLY

**Project No:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_

**Received By:** \_\_\_\_\_

**Case Planner:** \_\_\_\_\_

**CITY OF PALM DESERT  
ARCHITECTURAL REVIEW APPLICATION**

**Architectural Review Of:** \_\_\_\_\_

**Project No:** \_\_\_\_\_

\_\_\_\_\_  
(Type of Project)

\_\_\_\_\_  
(Applicant Name)

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Agreement of compliance to be signed by those applying for review.

I hereby acknowledge that I have read and agree to comply with all the following requirements, and understand that the Department of Building and Safety will not issue a building permit or allow occupancy on the use permitted until this signed confirmation has been received by the Department of Community Development.

The development of this project shall conform substantially to all development plans submitted in behalf of this case, and as revised according to the Architectural Review Commission process. Any minor change requires approval by the Director of Community Development. Any substantial change requires approval by the Architectural Review Commission.

All requirements of any law, ordinance, or regulation of the State, City and any other applicable government entity shall be complied with as part of the development process.

This approval is generally valid for one year from the approval date unless extended by the Architectural Review Commission.

Landscaping (with irrigation system) for single-family dwellings shall be installed at front and street side yards prior to final inspection and receiving Certificate of Occupancy. Landscaping (with irrigation system) for apartments, condominiums, and commercial projects shall be installed in all areas shown on plans, prior to final inspection and receiving Certificate of Occupancy.

Curb, gutter, curb cuts and tie-in paving shall be provided along the full frontage of the lot by means of installation prior to final inspection or other provisions as approved by the City Engineer. Construction shall conform to City standards and all requirements of the City Engineer.

All new and existing electrical distribution lines, telephone, cable antenna television, and similar service wires or cables, which are adjacent to and provide service to the property being developed, shall be installed underground as a part of development from the nearest existing pole not on the property being developed as required by the Municipal Code.

**Signed By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**I. SUBMITTAL REQUIREMENTS:**

1. Complete the Architectural Review Application, with all required signatures.
2. Exhibits and completed forms, as specified below.
3. Additional information determined to be useful in the evaluation of this application.
4. Once the application has been deemed complete, the case Planner will schedule the project for Architectural Review.

**II. PROCEDURE:**

1. Submit a completed application, with all sets of required plans and appropriate fee to the Department of Community Development for staff review.
  - **New construction of buildings with approved pad locations and façade enhancements:** Applicant must submit four (4) weeks before the next scheduled meeting.
  - **Single-family review:** Applicant must submit applications associated with single-family home cases no later than two (2) weeks before the next scheduled meeting, unless a 10-day notification is required for the project (i.e. RV, carport, wall height exceptions). Applicant must submit plans directly to the Department of Building and Safety for plan check before approval.
  - **Paint color exterior modifications:** The colors of an existing building, structure, sign, wall, fence, or other improvements to real property that are visible from the public right-of-way shall not be significantly changed unless reviewed and approved by the Director of Community Development or the Architectural Review Commission upon appeal. This shall be a no fee process. For the purposes of this section “significantly changed” means a change in hue, shade, or intensity of color (Ordinance 1015A § 2 (Exhibit A), 2004).
  - **Continued Cases:** All cases continued by the Architectural Review Commission must submit revised plans no later than eight (8) days prior to the next scheduled hearing.
2. Projects or cases are presented to the Architectural Review Commission for preliminary approval of new construction and façade enhancement plans, final approval for signage, and single-family home review.
3. An application submitted with a Precise Plan application, Conditional Use Permit application, and/or a Tentative Tract Map application will be scheduled for a public hearing with the Planning Commission and City Council (if needed) after preliminary approval from the Architectural Review Commission.
4. There is a **15-day appeal** period from the day of a decision taken by the Architectural Review Commission. If appealed, the case will be scheduled for City Council review within 40 days of the appeal.
5. Projects that have received preliminary approval from the Architectural Review Commission will be scheduled for a “Final Hearing” with the Architectural Review Commission once building plans are submitted to the City’s Department of Building and Safety.

**III. APPLICATION CHECKLIST:**

**APPLICATIONS WILL BE REJECTED IF ANY APPLICABLE EXHIBITS ARE NOT RECEIVED.**

**A. NEW CONSTRUCTION/TRACT HOMES/FAÇADE ENHANCEMENTS:**

The following plans and exhibits are required for architectural:

- 1 Full-size set of plans (typically 24”x36”) to scale, folded to a maximum size of 8½” x13”
- 15 11”x17” complete set of plans

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Each set of plans should include the following:

Site plan, as described in Section IV  
Architectural elevations, as described in Section IV  
Floor plans, as described in Section IV  
Roof plan, as described in Section IV  
Cross sections, as described in Section IV  
Landscape plan, as described in Section IV  
Preliminary grading and utility plan, as described in Section IV  
Exterior lighting plan, as described in Section IV

- 1 Full-size multi-colored site plan indicating open space/landscaping, building(s), parking and driveway(s). Where more than one height of building is proposed, show each in a different color. DO NOT MOUNT THIS COPY ON A BOARD.
- 1 Full-size colored elevations for all four (4) sides of the proposed building(s)
- 1 CD-ROM or USB flash drive with all documents/plans in digital format (PDF)
- 1 Color samples/materials board, as described in Section IV

**B. SINGLE-FAMILY REVIEW:**

- 1 Full-size set of plans (typically 24"x36") to scale, folded to a maximum size of 8½" x13"
- 15 11"x17" complete set of plans

Each set of plans should include the following:

Site plan, as described in Section IV  
Architectural elevations, as described in Section IV  
Floor plans, as described in Section IV  
Roof plan, as described in Section IV  
Cross sections, as described in Section IV  
Landscape plan, as described in Section IV  
Preliminary grading and utility plan, as described in Section IV  
Exterior lighting plan, as described in Section IV

**C. PAINT COLOR/EXTERIOR MODIFICATION:**

- 1 Set of photos of existing colors
- 2 Sets of proposed color and material change  
Color renderings/photo simulations of the home or building

**IV. EXHIBIT REQUIREMENTS CHECKLIST:**

**APPLICANTS ARE STRONGLY URGED TO CONTACT STAFF IN THE DEPARTMENT OF COMMUNITY DEVELOPMENT AND DEPARTMENT OF PUBLIC WORKS PRIOR TO SUBMITTING AN APPLICATION. APPLICATIONS MAY BE REJECTED IF NOT ALL PLANS INCLUDE AT LEAST THE FOLLOWING INFORMATION:**

**A. SITE PLAN:**

Name, address, and phone number of the property owner, applicant, engineer, and architect  
Scale, not less than 1"=30'  
North arrow  
Vicinity map including, project address and location  
Fully dimensioned subject parcel boundaries  
Abutting streets and right-of-ways, dimensioned (consult with the Department of Public Works)  
Existing and proposed street(s) and width(s), including centerline, median islands, parkway width, and sidewalk(s) dimensions  
Access and driveway dimensions  
Location and dimensions of all existing and proposed easements

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All utility line locations (gas, electric, cable, water, and sewer)  
ADA ramps, paths, and path of travel  
All existing and proposed structures  
All building setbacks from property lines  
Building dimensions (include roof overhangs)  
Location, elevations, and height of proposed walls and fences  
Location of trash enclosures  
Parking layout with dimensions of stalls, aisle widths, walkways, and surface type  
Map Legend including:

Gross and net acreage of parcel(s)  
Gross and net floor area of structure(s) and type of use  
Required and proposed number of parking spaces (including handicap)  
Lot coverage (percentage of land covered by building(s))  
Landscape percentage in and adjacent to the parking area

**B. ARCHITECTURAL ELEVATIONS:**

Show height of new structures from finished grade to highest part of the structure, the roof parapets, and each floor  
Show screening for all roof-mounted equipment  
Proposed signage or awning location (if signage will be on the building after it is built)  
Colored elevations, renderings, and/or perspectives (separate sheet)

**C. FLOOR PLANS:**

Dimensions of interior rooms  
Label all rooms  
Dimensions of all exterior components

**D. ROOF PLAN:**

Indicate top of parapet heights  
Location of roof-mounted equipment  
Location of ladder for roof access

**E. CROSS SECTIONS:**

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.

**F. LANDSCAPE PLANS**

Vicinity Map  
North Arrow  
Assessor Parcel Number(s)  
Scale, not less than 1"=20' (1"=40' allowable if tree plan is on a separate sheet from shrub and ground cover plan)  
Location of all trees, shrubs, plants, and ground cover  
Labeled Botanical name and size of all plant material  
One copy of plan to have individual trees and major shrub forms color-coded by species so that the distribution may be easily distinguished  
Perimeter treatment of property (fences, walls, vegetation screens, etc.)  
Show all exterior light fixtures (street lamps, landscape lighting, etc.)  
Street furniture and ornamentation (if applicable) to include:

|                   |           |                 |
|-------------------|-----------|-----------------|
| Rock outcroppings | Benches   | Waterscape Plan |
| Newspaper stands  | Fountains | Statues         |

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Type of irrigation system to be used (in note form only for preliminary approval; provide complete irrigation plans with construction drawings)

**G. PRELIMINARY GRADING AND UTILITY PLANS:**

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)  
Existing contours lines with adjacent top of curb elevations  
Proposed locations of structures and drives  
Any access agreements and easements  
Pad elevations of finished floors for proposed structures and existing structures  
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  
Estimated cut and fill quantities  
Size, grate elevation, invert elevation of all inlets or outlets, and drainage swales  
Pipe materials, slopes, and sizes

**H. COLOR MATERIAL BOARD:**

Board or sheet (maximum size of 8"x13" by 3/8" thick) containing precise color swatches and material samples.

**I. BUILDING CODE ANALYSIS:**

Building height and area analysis (show compliance with CBC Section 503, 504, & 506)  
Show number of stories in complete and fully dimensioned elevations (CBC Section 503)  
For "Mixed-Use" buildings, provide an area analysis to justify the allowable area for each occupancy. Must not exceed 1.00. For buildings with firewalls, use the floor area of each separate building to justify the area (CBC Section 508.4.2 & 706.1)  
Submit an exit plan that labels and clearly shows compliance with all required egress features: a common path of travel, required number of exists and separation, occupant load, required width, continuity, travel distance, elevators, etc. (BCBC 1001.1)