



**CITY OF PALM DESERT**  
**DEPARTMENT OF DEVELOPMENT SERVICES**  
 73510 Fred Waring Drive, Palm Desert, California 92260  
 Phone (760) 776-6435 • Fax (760) 776-6392 • [permitcenter@cityofpalmdesert.org](mailto:permitcenter@cityofpalmdesert.org)

## ADMINISTRATIVE USE PERMIT

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

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

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

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

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

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

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

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

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

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

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

**Existing Zoning:** \_\_\_\_\_ **General Plan Designation:** \_\_\_\_\_

**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: AUP** \_\_\_\_\_

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

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

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

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**I. PURPOSE:**

An Administrative Use Permit allows for the approval of uses and activities whose effects adjacent sites and surroundings need to be evaluated in terms of a specific development proposal. It is anticipated that uses qualifying for an administrative use review are minor in nature, only have an impact on immediately adjacent properties, and can be modified and/or conditioned to ensure compatibility.

**II. APPLICABILITY:**

This section applies to land use requiring an administrative use review as designated with an "A" on the allowed use tables, including Table 25.10-1 (Use Matrix for Residential Districts), and Table 25.16-1 (Use Matrix for Commercial and Industrial Districts).

**III. REVIEW PROCESS:**

The Zoning Administrator (ZA) is the approving authority for Administrative Use Permits. However, the ZA may refer an Administrative Use Permit to the Planning Commission for review and approval.

- Public notice of the application submittal and pending determination shall be made in accordance with Section 25.60.060.C (Notice of Zoning Administrator decision).
- ZA determination shall be based on standards and criteria set forth within this code and shall be accompanied by brief written findings and a determination.

**IV. FINDINGS:**

The ZA shall approve or approve with conditions, an application for an Administrative Use Permit after making all of the findings below. If the ZA does not make all of these findings, the ZA shall deny the Administrative Use Permit.

- The proposed use is allowed within the applicable zoning district and complies with all other applicable provisions of this Zoning Ordinance, Palm Desert Municipal Code, General Plan, and any applicable specific plans or City regulations and standards.
- The site is physically suited for the type, density, and intensity of the proposed use, including access, utilities, and the absence of physical constraints, and can be conditioned to meet all related performance criteria and development standards.
- Granting the permit would not be detrimental to the public interest, health, safety, convenience, or welfare, or materially injurious to persons, property, or improvements in the vicinity in which the project is located.

**V. CONDITIONS:**

In approving an administrative use review, the ZA may impose any reasonable conditions to ensure that the approval will comply with the findings required, as well as any performance criteria and development standards contained within this code.

**VI. SUBMITTAL REQUIREMENTS:** The most expedited way to submit plans is electronically to <http://cpdftp.org/filedrop/PermitCenter> or visit [www.pdpermits.com](http://www.pdpermits.com) for a direct link. If submitting paper plans, the following must be provided:

**Applications will not be accepted if any of the exhibits are not included.** The following information must be provided for review and approval of an Administrative Use Permit by the ZA:

1. Application form completed with the required signatures.
2. Application Fee: \$345.00
3. Three copies of a Site Plan and Floor Plan (11"x17" paper size max).
4. Statement of Use.
5. Three sets of typed, self-adhesive mailing labels for adjacent property owners within 300 feet of the property.

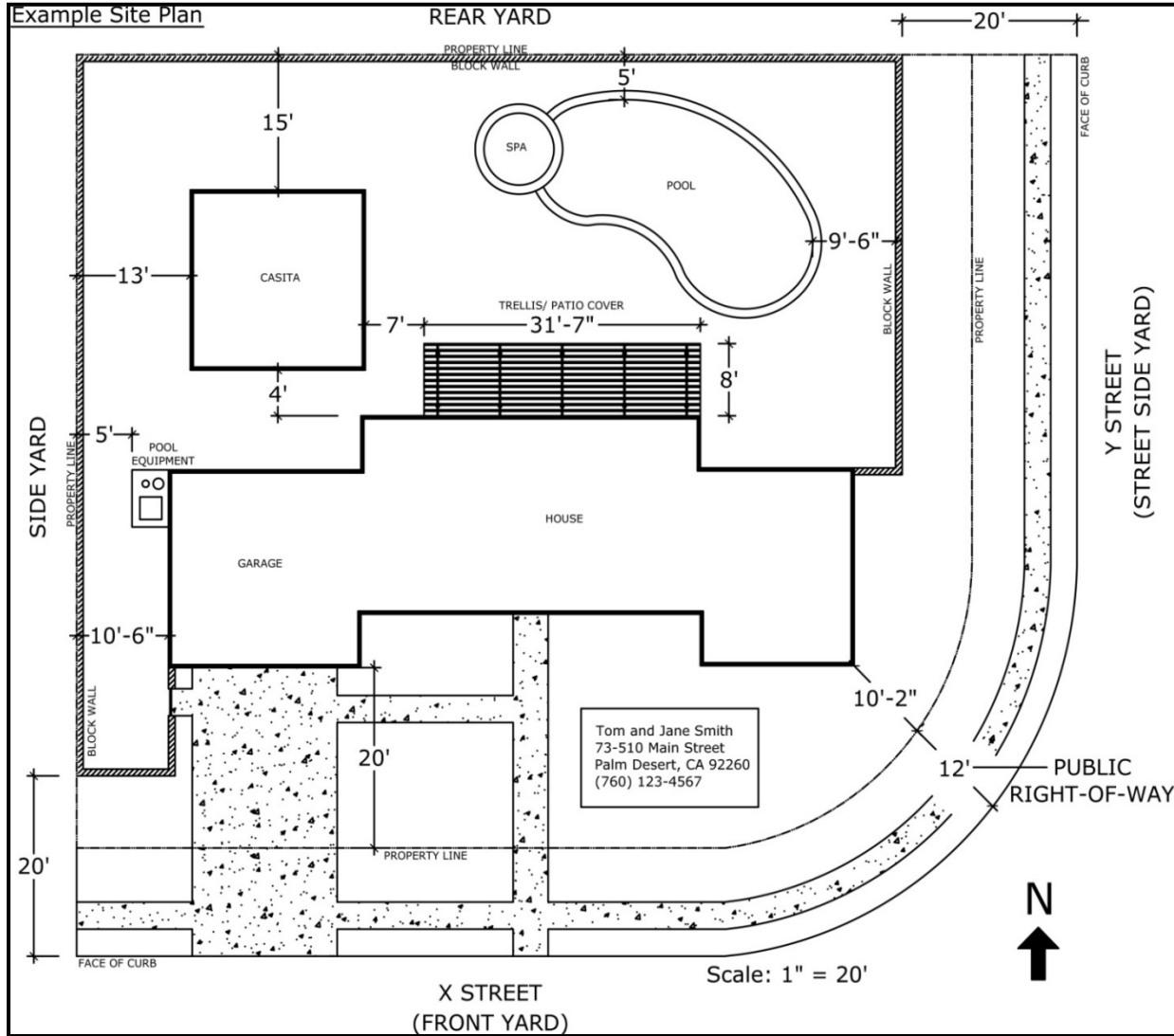
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**VII. EXHIBIT REQUIREMENTS CHECKLIST:**

Applicants are strongly urged to contact staff in the Department of Development Services prior to submitting an application. Applications may be rejected if plans do not include at least the following information.

**A. SITE PLAN:**

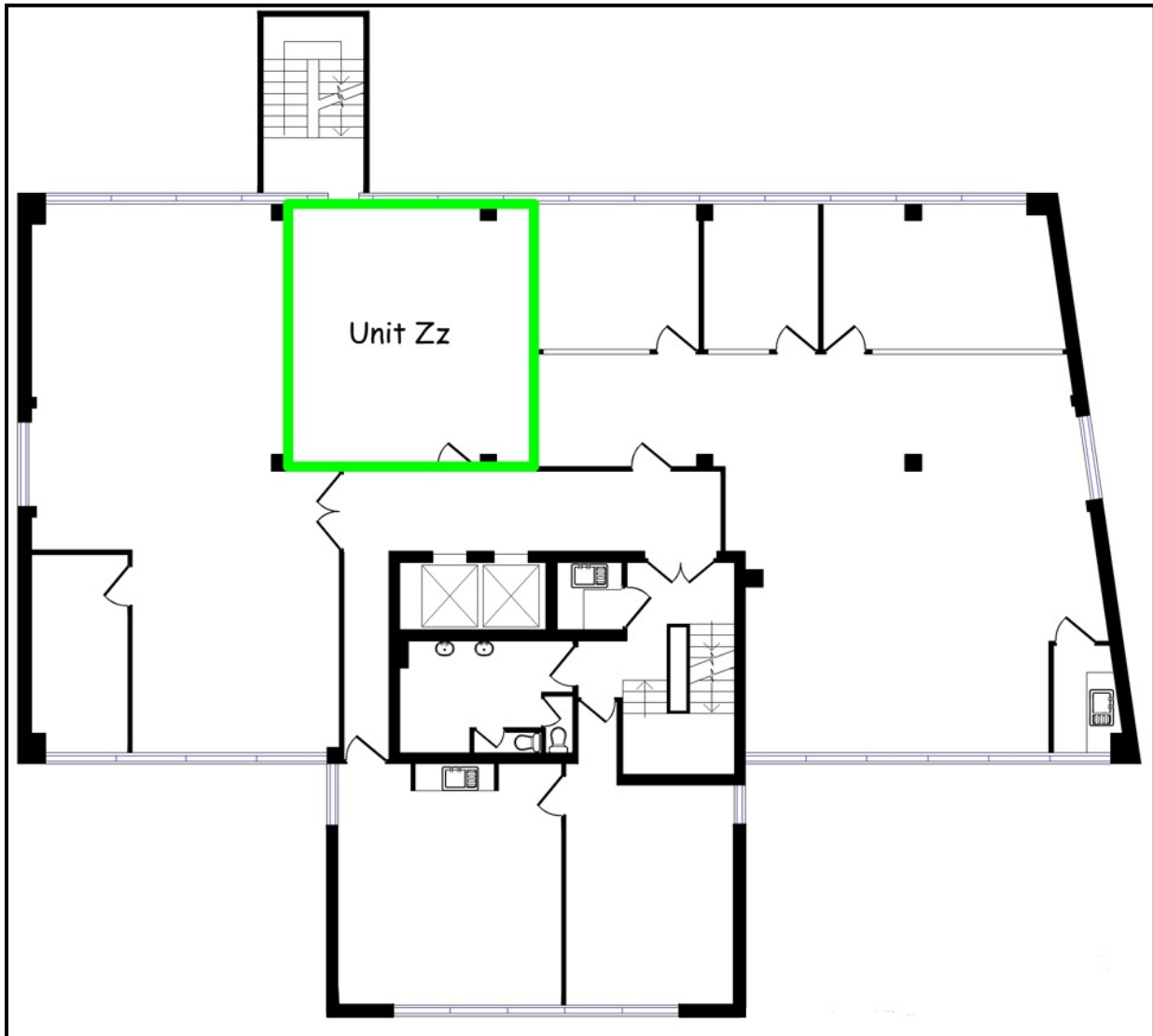
North Arrow  
Scale  
All Dimensions  
Street(s)



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**B. FLOOR PLAN:**

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



**C. EXPANDED STATEMENT OF USE:**

The applicant shall provide a full description of the activity/use being proposed, giving a detailed explanation of the use and/or facilities involved and the objectives of the applicant.

**Example:**

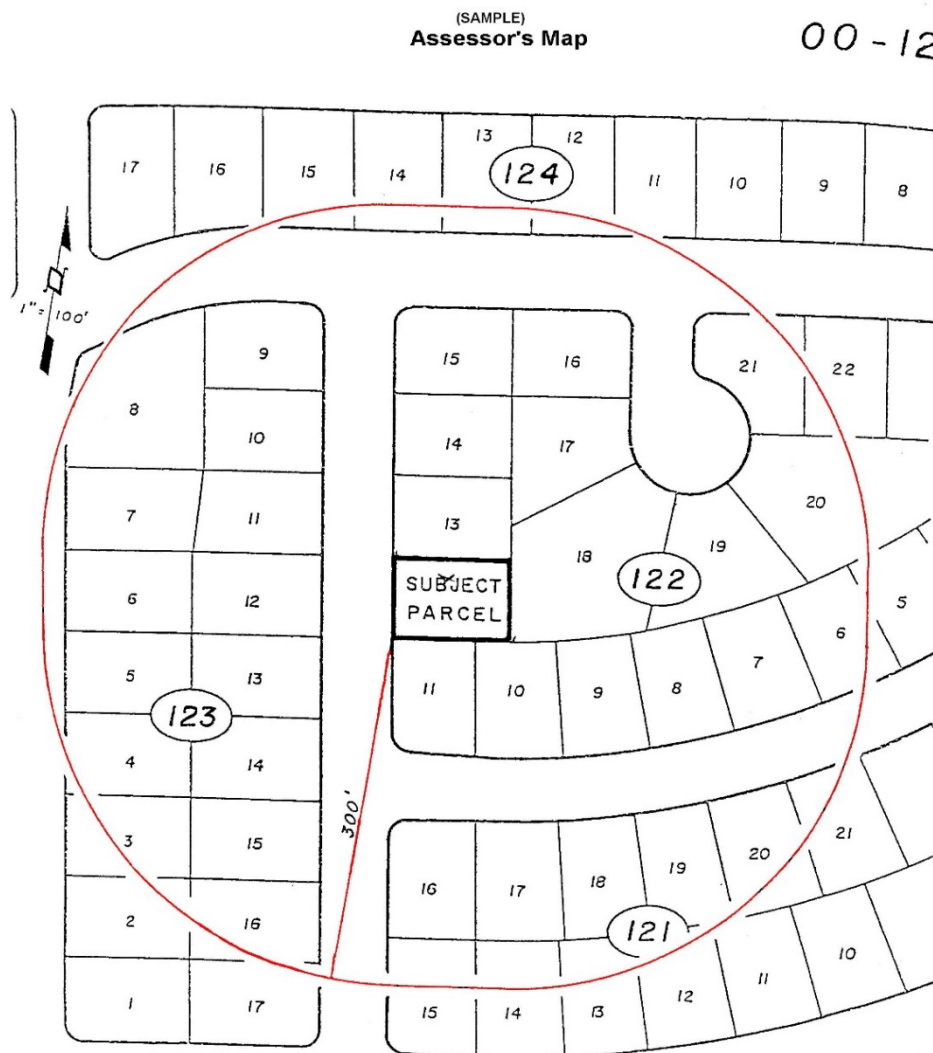
If proposing a new massage establishment, the statement of use should include hours of operations, number of employees, number of clients per hour, are the appointments walk-in customers or by appointment only, and so on.

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**D. PROPERTY OWNER INFORMATION:**

The applicant shall provide the Department of Development Services with three (3) copies of property owners and their addresses for all parcels within 300 feet of the proposed conditional use. The three (3) lists shall be typed on self-adhesive mailing address labels. The lists shall also include the owner of the property under consideration. These property owner names may be obtained in one of the two following manners:

1. Contact a title company and request that they furnish you with a list of names and mailing labels. There will be a fee for the list.
2. You may obtain them yourself in the following manner:
  - Secure from the County Assessor's Office parcel maps covering your application and all lands within 300 feet.
  - Indicate the area of your request by a red outline on the parcel maps.
  - Delineate, in red, all property within 300 feet of the area of your request.
  - From the parcel map, make a list of book, page, block number, and parcel number within the above-mentioned 300-foot area.
  - Using the Visual Numerical Index File, which is found in the County Assessor's Office, place the name and address for each parcel opposite the number described above.
  - Sign affidavit attesting to name list.
  - Return this list with your application to the Department of Development Services.



**NOTE:** The subject parcel and the 300-foot perimeter line are to be outlined in red.