



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

CONDITIONAL USE PERMIT APPLICATION

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): _____

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: CUP _____

Date Received: _____

Received By: _____

Case Planner: _____

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I. PURPOSE:

In order to give the use regulations the flexibility necessary to achieve the objectives of the Zoning Ordinance in certain districts, conditional uses are permitted, subject to the granting of a Conditional Use Permit. Because of their unusual characteristics, conditional uses require special consideration so that they may be located properly with respect to the objectives of the zoning regulations, and with respect to their effects on surrounding properties. In order to achieve these purposes, the Planning Commission is empowered to grant or deny applications for a Conditional Use Permit for such conditional uses as are prescribed in the district regulations, and to impose reasonable conditions upon the granting of a Conditional Use Permits; subject to the right of appeal to the City Council.

II. SUBMITTAL REQUIREMENTS:

1. Complete the Conditional Use Permit application, with all required signatures.
2. All required exhibits and plans, as specified below.
3. Application Fee: \$2,894

III. PROCEDURE: The most expedited way to submit plans is electronically to <http://cpdftp.org/filedrop/PermitCenter> or visit www.pdpermits.com for a direct link. If submitting paper plans, the following must be provided:

Prior to the submittal of the official application, the applicant should review the proposal with the Department of Development Services. After a preliminary review, the applicant files the official request for approval of the Conditional Use Permit. Staff will investigate the request, prepare a written staff report to the Planning Commission, publish legal notice, and notify adjacent property owners of the public hearing. The Planning Commission hearing usually occurs six to eight weeks after the official filing date, at which time they will review the conditional use request along with related preliminary architecture, site design, and landscaping. Once the Conditional Use Permit is approved, the applicant then submits detailed construction plans for review. If the request is denied, the applicant may file an appeal within 15 days for a hearing before the City Council.

1. Applicant to submit a completed application to the Department of Development Services for staff review.
2. Project goes before the Planning Commission for a public hearing for approval or denial. Once the project is approved or denied, there is a 15-day appeal period. If the project is appealed, then it will be noticed and a hearing will take place before the City Council.
3. If the project is presented to the Architectural Review Commission, then it will return to the Commission for final approval of construction drawings.

IV. APPLICATION CHECKLIST:

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

All plans must be designed to meet all applicable requirements, as described in this application.

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

Each set of plans should include the following:

Site plan
Floor plans

- 1** Statement of Use
- 1** CD-ROM or USB flash drive with all documents/plans in digital format (PDF)
- 3** Sets of typed, self-adhesive mailing labels for adjacent property owners within 300' of the proposed project
- 3** Copies of a typed listing of surrounding property owners
- 1** Set of Assessor's Parcel Map(s) illustrating the subject property and the surrounding properties within 300 feet. Draw boundary of subject property and the 300-foot radius in red

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V. 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 NO 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

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. FLOOR PLANS:

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 or use being proposed, giving a detailed explanation of the use and facilities involved, and the objectives of the applicant.

Example:

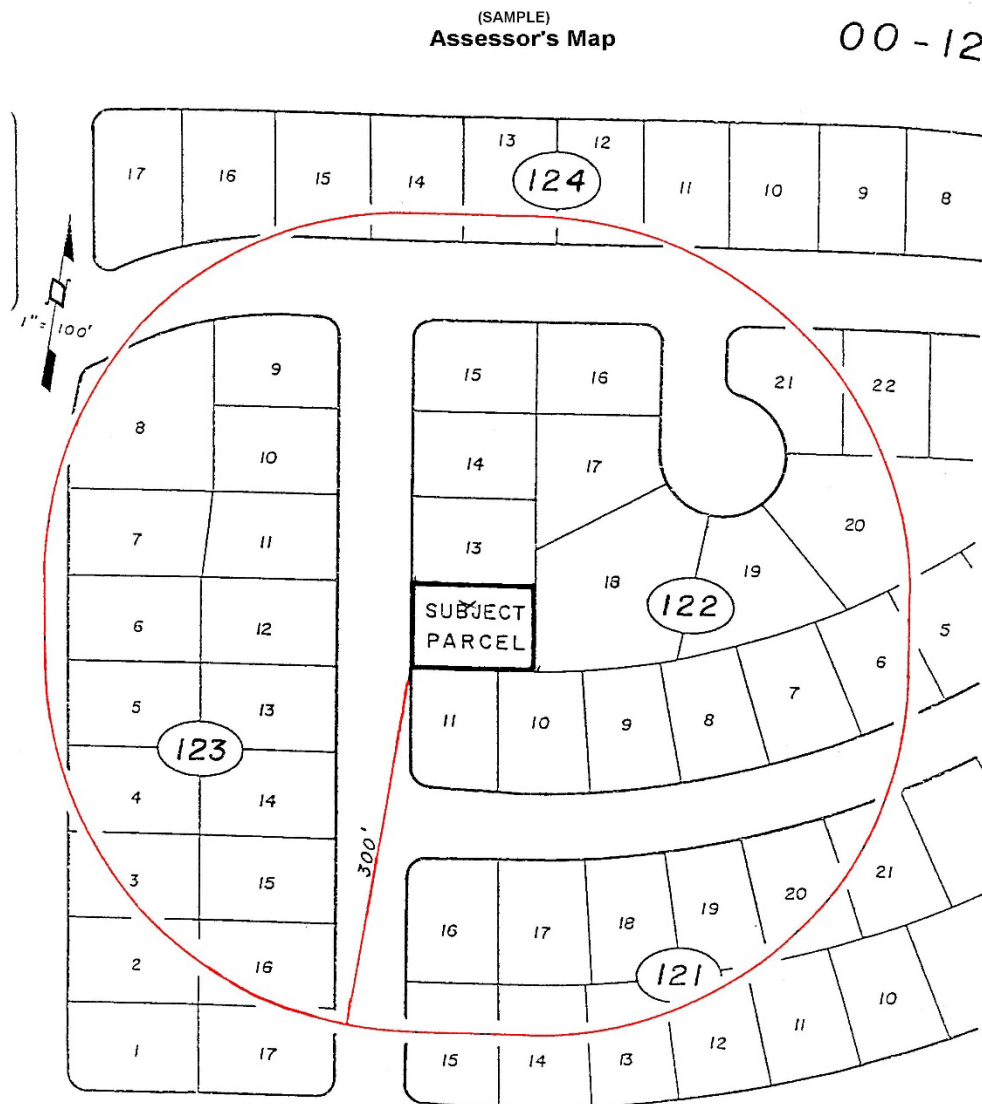
If proposing a new massage establishment, the statement of use should include hours of operations, number of employees, number of clients per hour, are the appointments walk-in customers or by appointment only, etc.

D. PROPERTY OWNER INFORMATION:

The applicant shall provide the Department of Development Services with three (3) copies of the property owners and their addresses for all parcels within 300 feet of the proposed Conditional Use Permit. 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. The property owner information may be obtained in one of the two following manners:

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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 properties 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
 - Sign the affidavit (below) 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.

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OWNER AND/OR OWNER'S AUTHORIZED AGENT AFFIDAVIT

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE)
CITY OF PALM DESERT)

(I)(We) _____ depose and declare that (I am) (we are) the owner(s) and/or owner's authorized agent of the property (ies) involved in this application. (I) (We) further certify, under penalty of perjury, that the foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of (my) (our) knowledge and belief.

Date: _____

APPLICANT, PROPERTY OWNER, AND/OR OWNER'S AUTHORIZED AGENT:

Print Name

Signature

Mailing Address

City, State and Zip

Phone Number