



**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

LANDSCAPE REVIEW 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): _____

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
LANDSCAPE REVIEW APPLICATION**

Landscape Review Of: _____

Project No: _____

(Type of Project)

(Applicant Name)

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 Building and Safety Division will not issue a building permit or allow occupancy on the use permitted until this signed confirmation has been received by the Department of Development Services.

The development of this project shall conform substantially to all development and preliminary landscape plans submitted in behalf of this case, and as revised according with any public hearing process. Any minor change requires approval by the Director of Development Services. 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.

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: _____

**CITY OF PALM DESERT
LANDSCAPE REVIEW APPLICATION**

I. SUBMITTAL REQUIREMENTS:

1. Complete the Landscape 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 work with the applicant to ensure landscape design standards are met.

II. 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:

1. Submit a completed application, with all sets of required plans and appropriate fee to the Department of Development Services for staff review.
 - **Single-family review:** Applicant must submit a Landscape Review Application associated with single-family home for remodels, turf-conversions, and new landscape, for areas greater than 2,500 square feet.
 - **Front Yard Typical:** Applicant must submit a Landscape Review Application associated with a housing tract development for typical front yard landscape plans. Plans shall be submitted for a review to confirm conformance with the preliminary landscape plans approved by the Architectural Review and Planning Commissions.
 - **Residential/Commercial Perimeter/Parking Lot Landscape:** Applicant must submit a Landscape Review Application for perimeter street landscaping and/or parking lot landscape.
2. Applications are reviewed by Planning and Public Works staff for design and water efficiency. Concurrent with the City's review, applicants are strongly encouraged to submit their landscape plans to the Coachella Valley Water District (CVWD) in accordance with CVWD's "Water Efficient Landscape Ordinance" (Ord. 1302).
3. Planning and Public Works staff will review the application and landscape design to ensure City design standards are met, new plant locations do not create a "line-of-sight" issue along public streets, and ensure that landscape plans conform to any previous preliminary landscape design submittals associated with recent public hearings. Plan corrections related to design will be provided to the applicant.
4. Once a landscape design is approvable, the applicant will provide two (2) copies of the landscape plan to the City with CVWD's approval stamp on the plans. Both copies of the final plan will be stamped approved by the City; one (1) copy will remain with the City, and one (1) copy will be maintained by the applicant.

III. APPLICATION CHECKLIST:

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

A. Landscape Plans:

The following sheets and exhibits are required for landscape application review:

- 1 Full-size set of plans (typically 24"x36") to scale, folded to a maximum size of 8½" x13"
- 1 11" x 17" color set of plans
- 3 11" x 17" complete set of plans

Site Plan, as described in Section IV
Landscape plan, as described in Section IV
Preliminary grading and utility plan (if applicable), as described in Section IV
Exterior lighting plan (if applicable), as described in Section IV

**CITY OF PALM DESERT
LANDSCAPE REVIEW APPLICATION**

IV. EXHIBIT REQUIREMENTS CHECKLIST:

APPLICANTS ARE STRONGLY URGED TO CONTACT STAFF IN THE DEPARTMENT OF DEVELOPMENT SERVICES 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
- 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. 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 |

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

**CITY OF PALM DESERT
LANDSCAPE REVIEW APPLICATION**

C. 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