



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

PARCEL MAP WAIVER 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 Request):

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. **Agreement:** Agreement absolving the City of Palm Desert of all liabilities relative to any deed restrictions. I DO BY MY SIGNATURE ON THIS AGREEMENT absolve the City of Palm Desert of all liabilities regarding any deed restrictions that may be applicable to the property described herein.

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: PMW _____

Date Received: _____

Received By: _____

Case Planner: _____

**CITY OF PALM DESERT
PARCEL MAP APPLICATION**

I. SUBMITTAL REQUIREMENTS:

Complete the application, with required signatures.

Application Fee: \$810

Closure/Area Report (print out) for the complete boundary and each parcel exclusive of the others.

8½" x 11" adjustment plat prepared and signed by a licensed land surveyor or a registered civil engineer that is authorized to practice and do land surveying.

Legal descriptions for each adjusted and/or merged parcel exclusive of the others.

Copy of current preliminary title report.

Notary acknowledgment certificate may be required as necessary.

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. Confer with the Department of Development Services (Planning and Land Development divisions) concerning resulting lot sizes and legality of proposed action.
2. Submit a completed application, with all required information to the Department of Development Services. Planning staff will assign a case number and transmit the documents to the Land Development Division.
3. The Land Development Division will review the application and (if necessary) corrections will be required.
4. After the Land Development Division determines the application to be technically complete and correct, Land Development staff will return to the Planning Division to schedule on the Consent Calendar for the next Planning Commission meeting. This process takes a minimum of six (6) weeks or more, depending on the time it takes the engineer to make the required corrections. The Land Development review is mailed out the Friday before the meeting, and a Notice of Action is mailed out following the meeting.
5. After the Planning Commission's approval, a Certificate of Compliance will be issued and the title company will be contacted to record the documents.
6. Moving lot/parcel lines is not complete until the action is reflected in a deed. The lot/parcel line adjustment and/or merger must be reflected in a deed, which must be recorded. A grant deed implements the revised lot/parcel configuration pursuant to a Parcel Map Waiver approved by the City of Palm Desert. It is the property owner's responsibility to have new deeds prepared as stated above, and the recording with the County of Riverside thereof should be coordinated with the title company.