



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

TENTATIVE PARCEL MAP 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

Project Address(es): _____

Existing Zoning: _____ **General Plan Designation:** _____

Project 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.

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: TPM _____

Date Received: _____

Received By: _____

Case Planner: _____

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I. PURPOSE:

Both the State of California law and the Palm Desert Subdivision Ordinance requires that when any parcel of contiguous parcels in one ownership is proposed to be divided into less than five parts now or in the future, a parcel map must be processed through the City of Palm Desert.

II. SUBMITTAL REQUIREMENTS:

1. Complete the Tentative Parcel Map application, with all required signatures.
2. All required exhibits and plans, as specified below.
3. Application Fee: \$1,203

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:

1. Schedule a time to discuss the preliminary project plans and zoning with the Planning Division staff and other City departments for project requirements, including necessary application submittals. The applicant should consult the *General Plan* for land use and street improvements.
2. Submit a complete application, with all required signatures, application fee, environmental assessment form (if necessary), 300-foot radius map, mailing labels, and any other applications (for example, Architectural Review, Conditional Use Permit, etc.).
3. Staff will review the application and determine if it is complete within 30 days from the date the project is submitted. Staff will not process the application if it is deemed incomplete. After the application is deemed complete, the project is circulated to other City departments and local agencies for comments and conditions.
4. Staff will present the project(s) to the Architectural Review Commission (held on the 2nd and 4th Tuesday of each month) after staff's initial 30-day review period when comments have been received from other departments and agencies. The Architectural Review Commission hearing may be delayed if the project is deemed incomplete within the 30-day review period or if any changes are required because of conditions of approval that affect the site plan, architecture, and/or if the project does not meet one (1) or more required zoning development standards.
5. After the project receives preliminary approval from the Architectural Review Commission, staff will prepare a staff report and schedule the project for Planning Commission (held on the 1st and 3rd Tuesday of each month). Staff publishes and mails a legal notice to adjacent property owners/tenants 10-21 days before the meeting, and advertise the public hearing approximately six to eight (6-8) weeks after the project submittal. There is a 15-day appeal period from the day of a decision taken by the Planning Commission.
6. If the project involves a Change of Zone, General Plan Amendment, Development Agreement, exceptions, or if the project is appealed or called up for review, City staff will schedule a public hearing with the City Council (held on the 2nd and 4th Thursday of each month). Staff will prepare a staff report, and publish and mail a legal notice to adjacent property owners/tenants 10-21 days before the meeting. This process is approximately two to four (2-4) weeks after the Planning Commission decision and approximately eight (8) to 12 weeks after the project has been submitted
7. Once the project has been approved and entitled, staff will mail the final conditions of approval to the applicant/property owner.
8. Once final plans and conditions of approval have been prepared, final maps, grading, and improvement plans may be processed through the Land Development Division and final working drawings submitted to the Building and Safety Division for plan check.

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IV. APPLICATION CHECKLIST:

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

- 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"
- 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
- 1** CD-ROM or USB flash drive with all documents/plans in digital format (PDF)
Environmental Assessment Form (if necessary)

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 NOT ALL PLANS INCLUDE AT LEAST THE FOLLOWING INFORMATION:

A. TENTATIVE PARCEL MAP REQUIREMENTS:

- Parcel Map Number
- Title of map
- Section description of property
- Name, address, and phone number of the property owner, developer, and engineer
- Approximate acreage
- Boundary lines
- Vicinity map
- Scale, not more than 1"=100'
- North arrow
- Names, book, and page numbers of adjoining subdivision
- Identify landmarks and existing structures, above and below grade
- Cross-section of proposed and adjacent streets (consult the General Plan)
- Approximate grades of proposed and existing streets
- Streets and right-of-ways providing legal access to property and phasing
- Proposed street widths and approximate radii of curves
- Widths of alleyways and easements
- Name and location of existing and proposed utilities
- Elevations of sewer at proposed main connections
- A grading plan showing location, dimensions, grades and elevation of existing and proposed drainage facilities and relationship with the City's master drainage plan
- Lands and parks for public use
- Proposed lot lines and numbers, building pad elevation(s), and land use
- Existing or proposed/approved adjacent lot lines and parcel elevations
- Setbacks for front, rear, and side yard property lines
- Existing and proposed contours at 1' intervals for slopes <10%, otherwise 5'
- Show all federal right-of-way locations and dimensions

B. STREET ADDRESSING:

Purpose: These requirements were established in order to provide property owners, the general public, and the City with a convenient, accurate, and systematic means of:

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1. Identifying and locating the property
2. Assist in the proper delivery of mail, packages, utilities, and other services
3. Provide means for expedient emergency response by medical, law enforcement, rescue, and any other emergency services

The City's Building and Safety Division is responsible for creating and assigning addresses for all new addressable structures or units. Please contact the Building and Safety Division regarding street addressing before submitting a Tentative Parcel Map application.

New Addressable Structures or Units:

Addressable structures or units are generally, the habitable or occupied structure(s) on a lot, parcel or tract; however, may also include other structures as determined necessary by the Building and Safety Division staff.

Site Address is the property identification comprised of an address number, a directional, a road name, a road type, and a unit number if applicable. The site address will include the name of the public or private access road with which the driveway intersects. If the structure is located on a corner lot with two (2) driveways, the address will be based on the main entrance

C. 300-FOOT RADIUS MAP:

The 300-foot radius map must be prepared to the attached specifications folded to 8 1/2" x 13" maximum size.

D. PROPERTY OWNER INFORMATION:

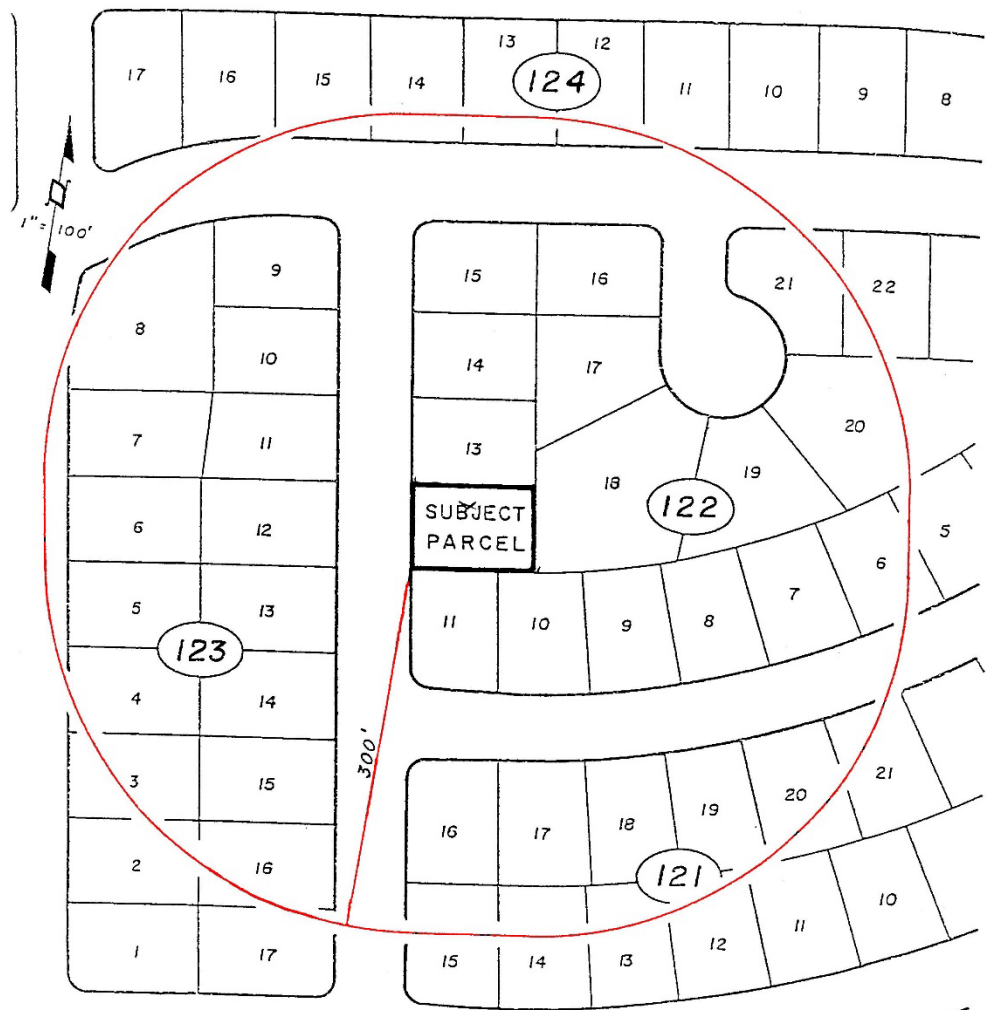
The applicant shall provide the Department of Development Services with three (3) copies of the property owners and their addresses for all parcels within 300 feet of the proposed conditional use. The three (3) lists shall be typed on self-adhesive mailing address labels. The lists shall also include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

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

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(SAMPLE)
Assessor's Map

00-12



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