



**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)

**VARIANCE 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: \_\_\_\_\_

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

**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 Variance 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: VAR** \_\_\_\_\_

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

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

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

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**I. PURPOSE:**

A variance from the standards contained in the Zoning Ordinance may be granted only, when because of special circumstances applicable to the property, including size, shape, topography, location, or surroundings, the strict application of the ordinance deprives such property of privileges enjoyed by the other property(ies) in the vicinity and under identical zoning classification. State law prohibits the granting of a use variance.

**II. SUBMITTAL REQUIREMENTS:**

1. Complete the application, with required signatures.
2. An accurate scale drawing of a site plan, floor plan, and elevations.

**III. PROCEDURE:** 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:

1. Submit a complete application, with all sets of required plans and appropriate fee to the Department of Development Services for staff review. Staff will review the application and determine if it is complete within 30 days from the date the application is submitted. Staff will not process the application if it is deemed incomplete. After the application is deemed complete, staff will circulate the project to other City departments and local agencies for comments and conditions.
2. If necessary, applications may be presented to the Architectural Review Commission for preliminary review of the site plan, elevations, floor plan, landscaping, and color material samples.
3. Staff will prepare a written report, and the project is scheduled for a public hearing with the Planning Commission (held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month). There is a 15-day appeal period from the day of a decision taken by the Planning Commission. If the project is appealed or called up for review, it will be scheduled for a public hearing with the City Council (held on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month). Staff will prepare a written report, and a legal notice is published and mailed to adjacent property owners and tenants 10 to 21 days before the meeting.
4. If the project was presented to the Architectural Review Commission, then the project will return to the Commission for final approval of the construction drawings.

**IV. APPLICATION CHECKLIST:**

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

- 15 Complete sets of preliminary drawings (typically 11"x17") as described in Section VII of this application. A complete set of drawings include the following:

Architectural Elevations  
Floor Plans  
Site Plan  
Roof Plan

- 1 Full-size colored site elevations and site plan
  - 2 Copies of a typed listing of surrounding property owners
  - 2 Sets of typed, self-adhesive mailing labels for adjacent property owners within 300 feet of the project
  - 1 Set of Assessor Parcel Map(s) illustrating the subject property and the surrounding property within 300 feet of the project
- Complete the Supporting Data questions in Section V  
Provide all plans in digital format (PDF) on a USB flash drive or CD-ROM

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**V. SUPPORTING DATA:**

1. A variance from Section(s) \_\_\_\_\_ of the City's Municipal Code to permit a:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. What particular difficulties or unnecessary **physical** hardships inconsistent with the objectives of the Zoning Ordinance would result if the variance were not granted?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. What exceptional or extraordinary circumstances or conditions of the property do not apply generally to other properties in the same zone?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. To what extent would the strict or literal interpretation and enforcement of the specified regulation deprive you of privileges enjoyed by the owners of other properties in the same vicinity and zone?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. To what extent would the granting of this adjustment be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Proposed use of the site (project for which the form is filed; describe the total undertaking, not just the current application approval being sought):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Gross project site area: \_\_\_\_\_
8. Net project site area: \_\_\_\_\_
9. Existing use of the project site: \_\_\_\_\_
10. Existing use on adjacent properties (example: north, shopping center; south, single-family dwellings; east, vacant, etc.):  
North: \_\_\_\_\_  
South: \_\_\_\_\_  
East: \_\_\_\_\_  
West: \_\_\_\_\_
11. Site topography (describe):  
\_\_\_\_\_  
\_\_\_\_\_

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**VI. PROPERTY OWNER INFORMATION:**

The applicant shall provide the Department of Development Services with **three (3)** copies of adjacent 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 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 described in No. 4 under Supporting Data
  - Sign the affidavit (below) attesting to name list
  - Return this list with your application to the Department of Development Services

**VII. EXHIBIT REQUIREMENTS CHECKLIST:**

**APPLICANTS ARE STRONGLY URGED TO CONTACT STAFF IN THE LAND DEVELOPEMENT DIVISON VERY EARLY IN THE PLANNING PROCESS AND 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 property owner, engineer, and architect  
Scale, not less than 1" = 30'  
North arrow  
Vicinity map, including project address/location  
Fully dimensioned subject parcel boundaries  
Abutting streets and right-of-ways, dimensioned (consult with Department of Public Works)  
Existing/proposed street(s) and width(s), including centerline, median islands, parkway width(s), 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 to include the following:

- 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 (include handicap spaces)
- Lot coverage (percentage of land covered by building(s))
- Landscape percentage in and adjacent to the parking area

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**B. ARCHITECTURAL ELEVATIONS:**

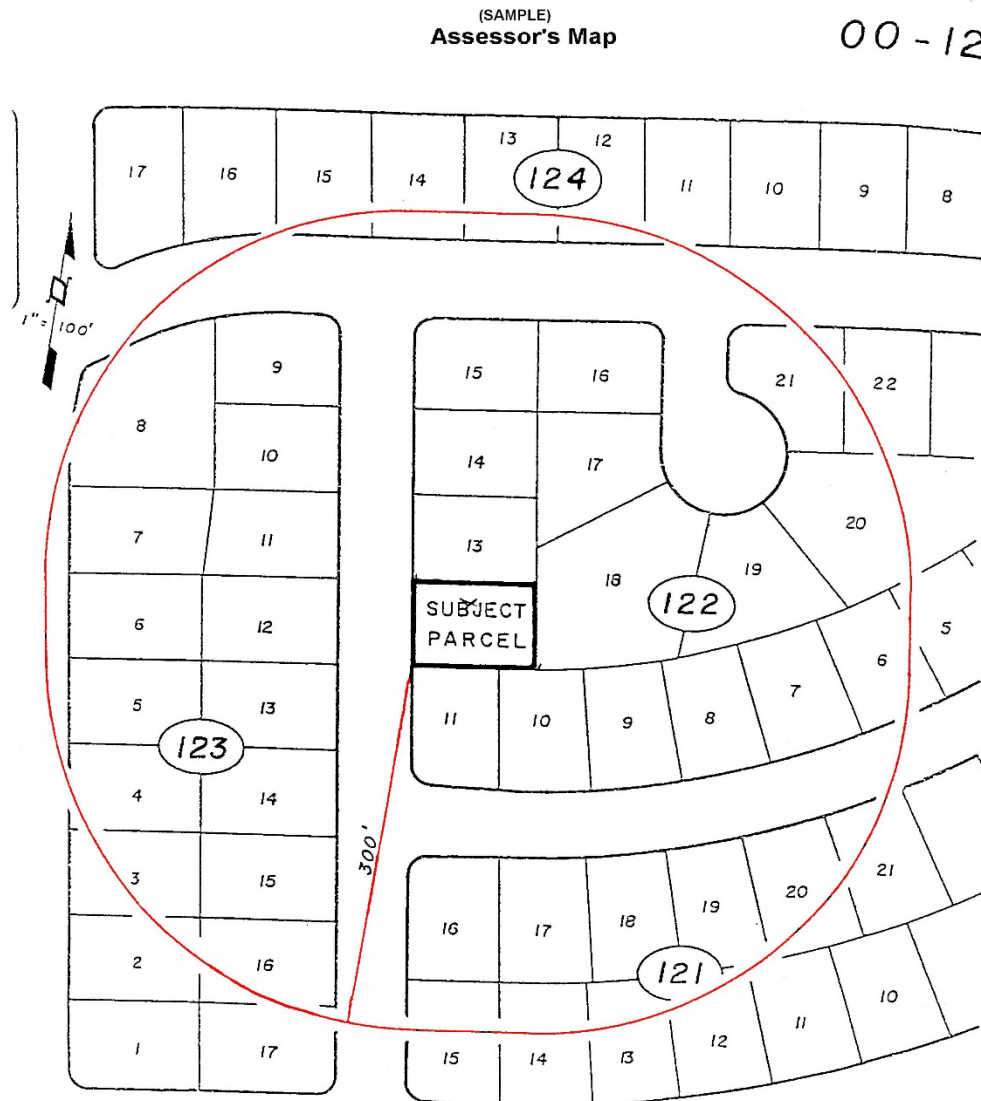
- Show height of new structures from finished grade to highest part of the structure, the roof parapets, and each floor
- Show screening for all roof-mounted equipment
- Proposed signage/awning location (if signage will be on the building after it is built)
- Colored elevations, rendering and/or perspectives (separate sheets)

**C. FLOOR PLANS:**

- Indicate top of parapet heights
- Label all rooms
- Dimensions of all exterior components

**D. ROOF PLAN:**

- Indicate top of parapet heights
- Location of roof-mounted equipment
- Location of ladder for roof access



**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