



**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

ZONING ORDINANCE AMENDMENT 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): _____

Assessor Parcel No(s): _____

Zoning Ordinance Section and Title: _____

Reason for Ordinance Change: _____

Proposed Ordinance Language (attach separate sheet if necessary): _____

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: ZOA _____

Date Received: _____

Received By: _____

Case Planner: _____

**CITY OF PALM DESERT
ZONING ORDINANCE AMENDMENT APPLICATION**

I. PURPOSE:

The City or an applicant can initiate an amendment to the City's current Zoning Ordinance and is subject to the procedures outlined in Section 25.78.030 of the Palm Desert Municipal Code (PDMC). Staff will investigate the request, prepare a report and recommendations, publish legal notices, and notify the applicant and adjacent property owners of the public hearings. Since a public hearing is required before the Planning Commission as well as the City Council, and since the Zoning Ordinance can only be amended by an ordinance, the average review period for a Zoning Ordinance Amendment request is eight (8) to 14 weeks. If the Planning Commission denies a request, the applicant may appeal the case within 15 days before the City Council. If denied by the City Council, no similar change to the Zoning Ordinance may be filed for one (1) year after the date of denial.

II. SUBMITTAL REQUIREMENTS:

1. Complete the application, with required signatures.
2. All required plans and exhibits, as described in the application.

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. Submit a complete application to the Department of Development Services for staff review. Staff will investigate the request, prepare a staff report with a recommendation, publish legal notices, and notify the applicant and adjacent property owners of the Planning Commission and City Council public hearings.
2. Staff will present the proposed Zoning Ordinance Amendment to the Planning Commission, typically within eight (8) to 10 weeks from the time the applicant submits the application. In some cases, it may take longer.
3. Staff will present the proposed Zoning Ordinance Amendment to the City Council for final approval, typically within four to six (4-6) weeks from the Planning Commission decision.