



CITY OF PALM DESERT
DEPARTMENT OF DEVELOPMENT SERVICES
 73510 Fred Waring Drive, Palm Desert, California 92260
 Phone (760) 776-6483 • Fax (760) 776-6417 • planning@cityofpalmdesert.org

ADJUSTMENT 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:** _____

An Adjustment from Section _____ of the Palm Desert Municipal Code is requested to permit the following:

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: ADJ _____

Date Received: _____

Received By: _____

Case Planner: _____

**CITY OF PALM DESERT
ADJUSTMENT APPLICATION**

I. PURPOSE:

In accordance with Palm Desert Municipal Code (PDMC) Section 25.64.030 Adjustments, an adjustment from the terms of 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 Zoning Ordinance would deprive such property of privileges enjoyed by the other property(ies) in the vicinity and under the identical zoning classification.

II. SUBMITTAL REQUIREMENTS:

1. Complete the application, with required signatures and complete answers in Section IV (below) of this application.
2. Application Fee: \$345.00
3. The applicant shall submit three (3) copies of accurately drawn and scaled site plans and any adjacent properties affected, showing when pertinent, the contours at intervals of not more than two (2) feet and all existing and proposed locations of streets, property lines, uses, structures, driveways, pedestrian walks, off-street parking facilities, and landscaped areas.
4. Additional information may be required by the Director of Community of Development to enable a determination as to whether the circumstances justify approval of an adjustment from the Zoning Ordinance.
5. Three sets of typed, self-adhesive mailing labels for adjacent property owners within 300 of feet of the property. Properties which area 5-acres greater in area shall submit labels for all owners within 1,000 feet of the property in accordance with PDMC Section 25.60.060.

III. PROCEDURE:

1. Submit a complete application with the required fee and plans to the Department of Development Services for review by the Zoning Administrator or their designee.
2. Planning staff, and any other required City Departments, review the request against the specific Zoning Ordinance requirements and the requested adjustment. The normal review time for these requests is two (2) to three (3) weeks.
3. An Adjustment request may **only** be granted for the following:
 - A decrease of not more than 10 percent of the required building lot coverage or width.
 - A decrease of not more than 20 percent of the required width of a side yard or the yard between buildings.
 - A decrease of not more than 40 percent of the required rear yard.
 - A decrease of not more than 40 percent of the distance required between the front property line and the building line.
 - A decrease of not more than 10 percent of the required parking spaces.
 - An increase of not more than 10 percent of the permitted projection of steps, stairways, landings, eaves, overhangs, masonry chimneys, and fireplaces, into any required front, rear, side or yard between buildings.
4. If an application meets one of the requirements above, the Zoning Administrator must demonstrate that the Adjustments can make the necessary Findings outlined in PDMC Section 25.64.030. If the Findings can be made, the Zoning Administrator shall issue a determination (approval, modified approval, or an approval subject to conditions). The determination shall be final 15 days from the date an approval or denial letter is prepared. The Zoning Administrator's decision may be appealed to the Planning Commission within 15 days of a determination.
5. Any appellants shall complete an "Appeals" application and submit the application to the Department of Development Services along with a fee of \$276.

**CITY OF PALM DESERT
ADJUSTMENT APPLICATION**

IV. SUPPORTING EVIDENCE:

1. What particular difficulties or unnecessary **physical** hardships inconsistent with the objectives of the Zoning Ordinance would result if the adjustment were not granted?

2. What exceptional or extraordinary circumstances or conditions of the property do not apply generally to other properties in the same zone?

3. 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?

4. 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?

V. PROPERTY OWNER INFORMATION:

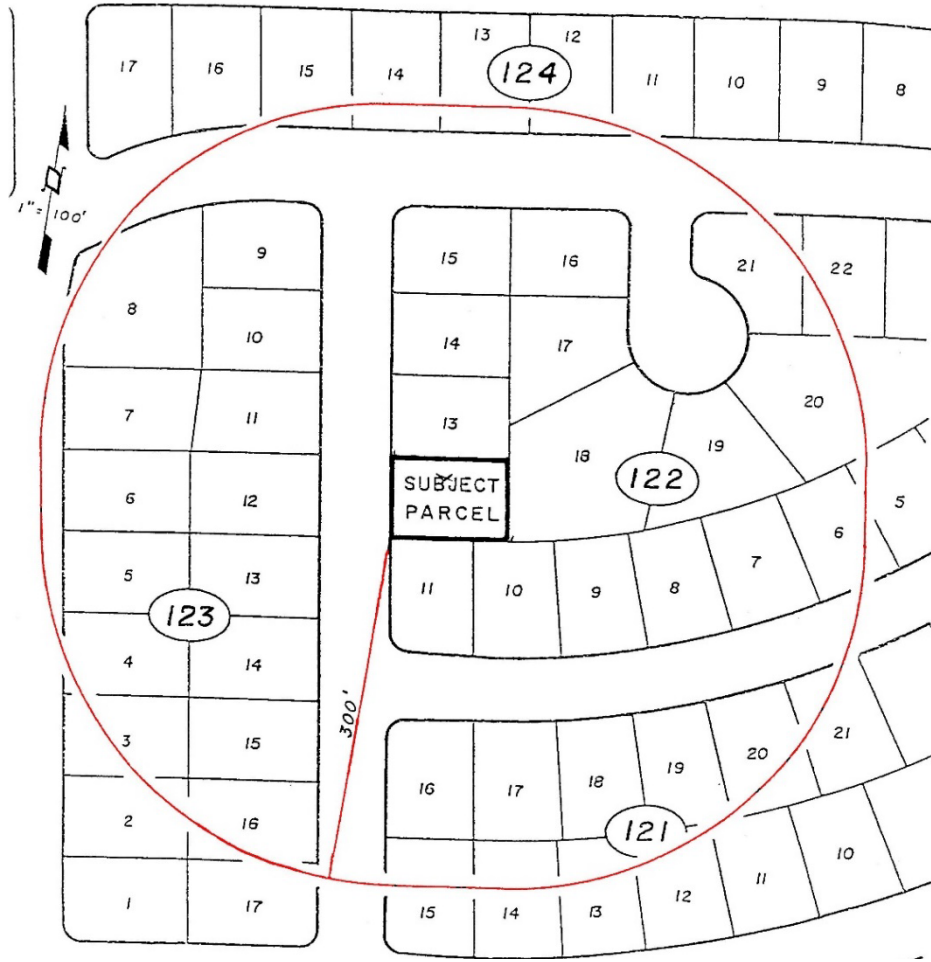
The applicant shall provide the Department of Development Services with three (3) copies of property owners and their addresses for all parcels within 300 or 1,000 feet of the proposed conditional use. The three (3) lists shall be typed on self-adhesive mailing address labels. The lists shall also include 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 or 1,000 feet.
 - Indicate the area of your request by a red outline on the parcel maps.
 - Delineate, in red, all property within 300 or 1,000 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 or 1,000 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 above.
 - Sign affidavit attesting to name list.
 - Return this list with your application to the Development Services Department.

CITY OF PALM DESERT
ADJUSTMENT APPLICATION

(SAMPLE)
Assessor's Map

00-12



NOTE: The subject parcel and the 300-foot perimeter line are to be outlined in red.