



CITY OF PALM DESERT
DEPARTMENT OF DEVELOPMENT SERVICES
 73510 Fred Waring Drive, Palm Desert, California 92260
 Phone (760) 776-6479 • Fax (760) 776-6417 • planning@palmdesert.gov

PLANNING APPLICATION – TEMPORARY USE PERMIT FOR OUTDOOR DINING DECKS

Submit this completed Temporary Use Permit for Outdoor Dining Decks Planning Application Form, along with a signed Applicant-Property Owner Signature Form, and an applicable Supplemental Requirements Handout. Applicants shall review the Outdoor Dining Deck Design Guidelines, found on the City’s website [here](#).

A. APPLICATION INFORMATION

Business Name: _____

Business Address/Location: _____

Assessor’s Parcel Number: _____

Project Description:

B. APPLICANT CONTACT INFORMATION

Name: _____ **Phone:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____ **Email:** _____

C. PROPERTY OWNER INFORMATION

Name: _____ **Phone:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____ **Email:** _____

Please Send Correspondence to (Check One): Applicant Property owner

D. OWNER CERTIFICATION / AUTHORIZED AGENT

I certify that under the penalty of the laws of the State of California that I am the property owner of the property that is the subject matter of this application, and I am authorizing and hereby do consent to the filing of this application and acknowledge that the final approval by the City of Palm Desert, if any, may result in restrictions, limitations, and construction obligations being imposed on this real property.

Owner/Authorized Agent Signature*: _____ **Date:** _____

Print Name: _____

- Check this box if there are additional persons or entities who have an ownership interest in the subject property or properties that comprise this Application and complete additional property owner sheets.

**An authorized agent for the owner must attach a notarized letter of authorization from the legal property owner. Any off-site work identified on the plans must be accompanied by a statement of authorization with a notarized signature of the subject property owner.*

E. APPLICANT CERTIFICATION

I certify that I have read this application packet in its entirety and understand the City’s submittal and review process and the requirements for this application. I further certify that each application item submitted as part of this application is consistent with the minimum required contents for that item as described in the submittal checklist. I understand and agree , if during the processing of the application, it is determined the information does not strictly meet such standards or contains errors or omissions, clarification and/or supplemental information may be required and the preparation of such information may be considered, in the Development Services Director’s or his/her designee’s judgment, an unreasonable delay and will result in a suspension of processing time limits as may apply pursuant to California Government Code Section 65943, California Code of Regulations, Title 14, Section 15109, or other applicable law.

Applicant’s Signature: _____ **Date:** _____

Print Name: _____

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Temporary Use Permit for a Temporary Outdoor Dining Deck Application. Cooperation with these instructions will ensure that the application can be processed in the most expeditious manner possible.

SECTION I – APPLICATION SUBMITTAL REQUIREMENTS

APPLICATION SUBMITTAL REQUIREMENTS - FIRST SUBMITTAL (COMPLETED BY APPLICANT AND VERIFIED BY STAFF AT INTAKE)					
Submitted	Complete	Each item listed below is required for submittal unless a waiver is granted by City Planning Staff. Any waiver must be confirmed by initialing the form by the staff person granting the waiver. Refer to Section B for the minimum required information on each item.	Number of physical copies	Electronic Submittal	Waiver granted (Staff Initials)
APPLICATION INFORMATION					
		Planning Application Form	0	1	
		Site Photographs	0	1	
PLAN SET					
		Index Sheet	0	1	
		Site Plan	0	1	
		Construction Plan	0	1	
		Exterior Lighting Plan	0	1	
		Color and Materials Board	1	1	
		Furniture Schedule	0	1	
SUPPLEMENTAL REQUIREMENTS					
		Operations Plan	0	1	
		Revocable License Agreement	1	1	
		Insurance	1	1	
FEES					
		Application Fees Paid*			

*Payable to City of Palm Desert once minimum submittal requirements are met.

Submittal waivers may be obtained through staff consultation. No applications will be accepted by mail.

The preparation of the Application shall conform with all of the requirements outlined in the “Outdoor Dining Deck Design Guidelines” found on the City of Palm Desert’s website: [Outdoor Dining Deck Design Guidelines](#)

SECTION II – SUBMITTAL ITEMS CHECKLIST

REQUIRED AT TIME OF APPLICATION SUBMITTAL

1. APPLICATION

The Planning Application form must be completed including the project description, requested information, and ownership signatures.

2. SITE PHOTOGRAPHS

The submittal shall include high-resolution photographs taken a minimum of 30 days prior to the application submittal, showing the existing site condition, panoramic views, and site-specific characteristics and/or unique features.

3. Plan Set

A complete Plan Set shall be submitted to the Planning Division. All digital submittals shall be submitted through the City's planning permit portal in pdf format. Information on where and how to submit can be found here: [Planning Permit Portal](#)

Physical submittals shall be submitted upon request. Full size plans, when required, shall be neatly folded so that the size does not exceed 9" by 12" and shall have the title block facing outwards. Plans which do not adhere to these requirements shall be rejected.

Required Order of Plan Set Contents:

1. Index Sheet
2. Site Plan
3. Construction Plan
4. Exterior Lighting Plan
5. Color and Materials Board
6. Furniture Schedule

Additional items may be required upon request from City of Palm Desert staff to better assess conformance with all standards. These items include, but are not limited to: Line of sight diagrams, finish details, material specifications, screening information, etc. These additional items will be requested during the project's completeness review.

Each exhibit shall be prepared to include the following information at minimum:

1. Index Sheet – This exhibit summarizes the project information and shall include the following:

- Title Block
- Name of Project
 - Plan Sheet Identification Number
 - Initial date of drawing and any subsequent revisions
 - Name, address, and phone number of the property owner, applicant, and/or authorized agent
 - Name, address, and phone number of the person preparing the exhibit. Shall be prepared under the direction of a licensed architect or Civil Engineer.

- Exhibit Amendment block, which shall be used to notate any changes to the proposed project during the review process.
- Data Table
 - Project Address and/or cross streets
 - Assessor's Parcel Number(s)
 - Existing General Plan Designation (and proposed, if applicable)
 - Existing Zoning Designation (and proposed, if applicable).
 - Total Dining Deck Footprint expressed in square-feet
- List of Plan Sheets
- Vicinity map showing site relationship to roads and highways

2. Site Plan Sheet

Site Plan needs to demonstrate compliance with Sections 4.0 Safety Criteria and 5.0 Aesthetic Construction Guidelines of the Outdoor Dining Deck Guidelines and shall include the following:

- Title block located in the lower right-hand corner of the map which contains the following information and is readily visible when folded:
 - Name of project
 - Plan name and sheet identification number
 - Initial date of drawing and any subsequent revisions
 - Name, address, and phone number of the property owner, applicant, and or authorized agent
 - Name, address, and phone number of the person preparing the exhibit
 - Exhibit Amendment block, which shall be used to notate any changes to the proposed project during the review process.
- Graphic Scale (Engineering Scale not to exceed 1" = 30')
- North arrow
- Location(s) and Dimension(s) of all:
 - Property lines
 - Location of all structures
 - Fully dimensioned subject parcel boundaries
 - Proposed Dining Deck, labeled with dimensions
 - Proposed location(s) of all furniture on the dining deck, including tables, chairs, and umbrellas. Plan shall include dimensions of distances between chairs and tables.
 - Dimensions of adjacent sidewalk
 - Distance between proposed dining deck and closest parking stall(s) and travel lane
 - Location and dimensions of safety barriers, in conformance with Section 4.0 of Outdoor Dining Deck Guidelines
 - Structures and building footprints, including any building projections.
 - Existing/proposed Landscape areas and planters. Identify species of shrub/tree.
 - Typical parking space, parking dimensions including striping.
 - Pedestrian pathways, including ADA horizontal path of travel from restaurant to dining deck and for pedestrians passing through.
 - Parking bumper or tire guard locations and distance from tire guard(s) to
 - Trash cans/enclosures
 - Any Fire hydrants onsite and within 500' of the project site
 - Location of existing public utility, easements, transmission lines, and/or power and telephone poles on or abutting the property.
- Name, location and dimension of all adjacent public and private streets

- Location of all street, parking, and pedestrian lights

3. **Construction Plan Sheet**

Construction Plan needs to demonstrate compliance with 5.0 Aesthetic Construction Guidelines of the Outdoor Dining Deck Guidelines and shall include the following:

- Construction Methods for dining deck, following either Option 1 or Option 2 as shown in Section 5.0 of the Outdoor Dining Deck Guidelines
- Drainage Plan. A 6" x 6" minimum clear gutter space must be provided along the entire length of the Dining Deck adjacent to the curb.
- Plan for installation of safety barriers, including any K-Rail and vehicular parking stops
- Installation methods for any overhead covers

4. **Exterior Lighting Plan:**

Lighting Plan shall comply with Section 4.0.5 Lighting of the Outdoor Dining Deck Guidelines and include, at a minimum, the following:

- Installation methods and location for any outdoor lighting
- Identification of any existing lighting to be used for lighting of outdoor dining deck
- A description of the outdoor light fixtures including a manufacturer cut sheet, product specifications, and shielding information for each lighting fixture

5. **Color and Materials Board:**

The intent of the Color and Materials Sample Board is to provide an accurate representation of the major exterior materials to be used on the project including colors and textures. Physical materials shall be mounted to a board or sheet (maximum size of 8" x 13" by 3/8" thick) containing precise color swatches and material samples that shall show the following:

- Samples of overhead cover materials (a photo sample may be used, if approved by City staff).
- Samples of all dining deck materials (a photo sample may be used, if approved by City staff).
- Samples of all paint colors (actual manufacturer's sample with color name and identification number)
- Samples of decorative paving or flooring treatments (a photo sample may be used, if approved by City staff).

6. **Furniture Schedule:**

The intent of the Furniture Schedule is to provide an accurate representation of the furniture to be used on the dining deck. Applicant shall provide information on all proposed furniture including tables, chairs, umbrellas, planters, and decorative elements. Information shall include:

- Photograph samples of proposed furniture
- Schedule listing quantities of each piece of furniture. (Ex: five (5) tables, ten (10) high top chairs, ten (10) dining chairs)
- Manufacture specifications. Applicant can provide website link providing information on the furniture. Specifications shall include dimensions of furniture (height, width, length) and material information.

4. **STATEMENT OF OPERATIONS (typed document, if handwritten, must be legible)**

The primary purpose of the statement of operations is to offer detailed insight into how the dining deck will be used and its potential impact on the surrounding community. The statement of operations should provide City staff with the logistical plans of the dining deck and shall be consistent with Outdoor Dining Deck Guidelines. Statement of Operations shall include, but not be limited to, information on: Days/Hours of use, daily plans for storage of outdoor furniture, maximum number of people dining within deck, and operations plan for wrap up each night. Statement of Operations shall provide City staff with a contact person(s) responsible for operations of the dining deck, who may be contacted for any questions, comments, or concerns.

5. Revocable License Agreement

Applicant shall complete a Revocable License Agreement upon approval. Agreement will be provided by City staff.

6. Insurance Requirements

Insurance shall conform with Section 2.1 of the Outdoor Dining Deck Guidelines, and include the following:

- Certificate of Liability Insurance
- Verify the Named Insured matches the contract.
- Always check the AM Best rating for the insurance companies listed. The insurer number must be shown in the left column by the coverage description.
- General liability coverage box should be checked “occurrence.” The blank lines underneath must show any deductible or retention.
- Box should either be checked or have a “Y” and an endorsement must be attached.
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- Verify the policy period shown covers the contract term. If not, have it reissued OR if the contract lasts beyond the expiration date, set up a reminder for a new certificate at renewal.
- Limits should be at least \$2M per occurrence, \$4M general aggregate and \$4M products-completed operations aggregate.
- All endorsements must be attached to the certificate.
- Public agency information shall match the contract.
- Endorsements:
 - Additional Insured: Confirm the endorsement shows the Agency and all other persons required to be shown as insureds OR the endorsement says “any person or organization as required by written contract.”
- Primary, Non-Contributory: Same as the additional insured endorsement.
- Waiver of Subrogation: Same as the additional insured endorsement.

Updated certificates of insurance must be submitted to the Planning Department on or before expiration.

SECTION III – PROCEDURES

1. Schedule a time to discuss the event location and logistics with Planning Division staff and other City departments for project requirements, including necessary application submittals.
2. 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

1-2 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.

3. Staff will return comments and conditions within two weeks, upon which the applicant may need to submit additional documents. These documents will be forwarded to the necessary reviewers as soon as possible to see if it satisfies their requests. Once the review is deemed complete, Staff will generate a permit approval letter with conditions of approval within 1-2 days.

SECTION V – FREE RESOURCES

- <https://www.google.com/maps> - aerial imagery for site plan
- <https://www.nearmap.com/us/en> - high-definition aerial imagery for site plan, can be requested from Planning Division
- <https://www.canva.com/> - tool for marking up site plan
- <https://paint.sumo.app/> - tool for marking up site plan