



**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@palmdesert.GOV](mailto:planning@palmdesert.GOV)

## PRE-APPLICATION REVIEW

**Applicant Name:** \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**Property Owner Name:** \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax: \_\_\_\_\_

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

### Property Information

**Property Address(es):** \_\_\_\_\_

**Assessor Parcel No(s):** \_\_\_\_\_

**Legal Description (Tract, Lot Number):** \_\_\_\_\_

**Approximate Gross Acreage/Net Acreage:** \_\_\_\_\_

**Current Zoning:** \_\_\_\_\_ **General Plan Designation:** \_\_\_\_\_

**Project Request (Describe the Specific Nature of Project 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:** \_\_\_\_\_

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

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

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

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PRE-APPLICATION REVIEW**

**PROJECT PRE-APPLICATION REVIEW**

The Pre-Application is an optional, highly encouraged, review prior to making a formal submittal for entitlement. This form is separate and distinct from required submittals for eligible housing development projects that fall within the scope of Senate Bill 330 (residential, mixed-use comprised of 2/3<sup>rd</sup> or greater residential, and transitional/supportive housing. If you are seeking a pre-application applicable under Senate Bill 330 (SB 330), please contact the Planning Division at 760-776-6483 for more information. This form is not used for SB 330 pre-application review.

The purpose of this Pre-Application review is to provide an informal application which will:

1. Advise a prospective applicant of the current City standards and requirements.
2. Assesses whether a prospective applicant's development proposal is consistent with the current City standards and requirements before an application is actually filed and fees are paid.
3. Shorten the length of time required to process a development proposal once it has been accepted for processing.
4. Encourage development proposal designs that are sensitive to environmental and developmental constraints and lessen the need for subsequently costly and time-consuming redesigns.
5. Identify special studies that will be required or comment on preliminary studies that have been provided. Development Services Department representatives from Planning, Building and Safety, Engineering and the Public Works Department and Fire Marshal's will review the project documents and attend a meeting with you to provide comments and answer questions. The information provided at this meeting will identify major issues involving your project. Please be aware that review of a future formal submittal may include additional issues that were not addressed or because a change of regulations during the Pre-Application process (For SB 330 Projects – Please see limitations).

Please submit plans as a flattened PDF using the City's website. The plan will be scheduled for the next available Development Services Project Review Committee which typically occurs on Wednesday afternoon. The more information you are able to provide on the plans, the more the City can assist. If you have any questions, please call the Planning Division at 760-776-6483.

**SUBMITTAL REQUIREMENTS:**

**MINIMUM REQUIRED INFORMATION ON PLANS:**

1. Proposed site plan and/or tentative map layout
2. Vicinity map
3. North arrow
4. Engineering scale
5. Dimensioned Streets, Existing Improvements, Right-of-Way width, and required setbacks
6. Total floor area of existing and proposed Structures
7. Parking count with breakdown of parking types (accessible, EV, etc.)
8. Intended Occupancy Use
9. Assessor's Parcel Number, and street address
10. Existing and Proposed Zoning
11. Land Use type
12. Property lines
13. Photos of the site
14. Proposed and existing drive access locations
15. Location of any sensitive environmental areas

Statement of Operations describing the intended operation and nature of the use.

**THE FOLLOWING INFORMATION SHOULD BE INCLUDED ON THE PLANS:**

1. Easements
2. Existing Topographical Lines and Proposed Slopes
3. Lot Drainage Patterns
4. Landscaped Areas
5. Proposed Elevations (all four sides)
6. Number of Stories (building height)