



**CITY OF PALM DESERT  
DEPARTMENT OF DEVELOPMENT SERVICES**

**Land Development Division (Engineering)**  
73510 Fred Waring Drive, Palm Desert, California 92260  
Phone (760) 346-0611 • Fax (760) 776-6417 • [planning@cityofpalmdesert.org](mailto:planning@cityofpalmdesert.org)

**ENGINEERING PLAN CHECK APPLICATION**

TO BE USED FOR ALL LAND ALTERATION, IMPROVEMENTS AND FINAL MAPS  
THIS FORM IS NOT A PERMIT - NO LAND ALTERATION IS TO BE PERFORMED UNTIL A PERMIT IS ISSUED

**IMPORTANT NOTICE:** All Grading Permits must have a [PM10 plan](#) per the SCAQMD guidelines ([projects less than 10 acres must review criteria to submit a PM 10 plan](#)) are available online. All Projects larger than (1) acre must have a SWPPP plan and file a NOI (submitting proof of payment & mailing). Plan Check Fees are due at time of Submittal. Additional Fees including Inspection Fees, Impact Fees, Fees, Bonds and Refundable Cash Deposits will be required at permit issuance. You will receive a summary when your plans are approved by the Land Development Division.

Project Name: \_\_\_\_\_ Tract or Parcel Map No.: \_\_\_\_\_

Project Description and Location: \_\_\_\_\_  
\_\_\_\_\_

Assessor's Parcel No. (APN): \_\_\_\_\_  
\_\_\_\_\_

Submittal Type (Circle One): **NEW** **REVISION**  
**If REVISION, Enter Number of Revised Sheets** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

**ENGINEERING FIRM:** \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

**PROPERTY OWNER NAME:** \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

**Please Send Correspondence to (Check One):**  Applicant  Property Owner  Representative

Application Type – Provide separate applications for each permit type selected

- Mass/Rough Grading Permit
- Precise Grading Permit
- Tract Model Complex / Temporary Sales Trailer Precise Grade Plan
- Single Family Residence (SFR) Grading Plan
- Final Parcel Map
- Final Tract Map
- Street/Storm Drain Improvement Plans
- Street Only
- Storm Drain Only
- Traffic Signal
- Signing & Striping Improvements
- Street Lights
- Hydrology Report/Study
- Geotechnical Report
- PM10 Dust Control Plan
- Water Quality Management Plan

\_\_\_\_\_Final \_\_\_\_\_Preliminary

Legal Document Submittals

- (Certificate of Compliance,
  - Certificate of Correction
  - Easement, General
  - Vacation
  - Parcel Map Waiver
  - Right-of-way Dedication
  - Summary Vacation
- 

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

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

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Design Requirements: Plan Size 24" x 36" Scale 1" = 20' (max), Maps 18x26, Scale appropriate

**Engineering Initial Submittal Requirements:**

**Mass/Rough Grading Plans**

- Completed Land Development Plan Check Application
- Mass/Rough Grading Plan
- Final Geotechnical/Soils Report
- Final Hydrology Study
- Preliminary Title Report (Hyperlinked) with all supporting documents, current within 30 days

**Precise Grading Plans**

- Completed Land Development Plan Check Application
- Precise Grading and Drainage Plan
- Approved Rough Grading Plan (If not required, explain in project description)
- Approved Hydrology Study
- Preliminary Title Report (Hyperlinked) current within 30 days

**Tract Model Complex / Temporary Sales Trailer Precise Grade Plan**

- Completed Land Development Plan Check Application
- Precise Grading Plan Submittal
- Approved Rough Grading Plan
- Approved PM 10 Dust Control Plan & Packet
- Approved SWPPP/NPDES/WQMP

**Single Family Residence (SFR) Grading Plan**

- Completed Land Development Plan Check Application
- Single Family Precise Grading Plans
- Preliminary Title Report (Hyperlinked), current within 30 days (Custom Home/Single Lot Only)
- Geotechnical/Soils Report

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**Final Tract Map**

- Completed Land Development Plan Check Application
- Final Tract Map
- Preliminary Title Report (Hyperlinked), current within 30 days
- Boundary, Lot and Centerline Calculations and Closures

**Final Parcel Map**

- Completed Land Development Plan Check Application
- Final Parcel Map
- Preliminary Title Report (Hyperlinked), current within 30 days
- Underlying Historical Improvement Plans

**Street Improvement Plan**

- Completed Land Development Plan Check Application
- Street Improvement Plans
- Rough Grading or Precise Grading Plans
- Geotechnical Soils Report
- Final Hydrology Report

**Storm Drain Improvement Plan**

- Completed Land Development Plan Check Application
- Storm Drain Improvement Plans
- Geotechnical Soils Report
- Final Hydrology Report
- Underlying Street Improvement Plans

**Traffic Signal Improvement Plans**

- Completed Land Development Plan Check Application
- Traffic Signal Improvement Plan/Signing & Striping Improvement Plans
- Street Improvement Plans

**Signing & Striping Plans**

- Completed Land Development Application
- Signing & Striping Plans
- Street Improvement Plans

**Street Lights**

- Completed Land Development Plan Check Application
  - Street Light Improvement Plan
- (location of all electrical transformer infrastructure must be shown on the Street Light Plan)

**Legal Document Submittals**

- Easement, General Vacation, Right-of-way Dedication, and Summary Vacation
- Application signed by all relevant parties
- Legal Description with accompanying plat
- Closure Calculations
- Preliminary Title Report (hyperlinked), Less than 6 months old

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Grading Permit Information			
Phase No		No of Units	
Total Acres		No of Lots	
Disturbed Area		Cut Amount	
Fill Amount		Export	
Building Sq. Ft.		Land Value	

Related Entitlements	YES	NO
Is the Associated Map Recorded? Enter Map # _____ Related Entitlement #'s _____		
Previous Approvals	YES	NO
Does this project have any previous approvals for any of the following:		
Approved Rough Grading Plan? If <b>yes</b> , enter associated Permit # _____		
Water Quality Management Plan? If <b>yes</b> , enter associated Permit # _____		
PM10 Dust Control Plan? If <b>yes</b> , enter associated Permit # _____		
Storm Water Pollution Prevention Plan? If <b>yes</b> , enter Permit # _____		
Water Quality Management Plan (WQMP) Questionnaire (If yes, WQMP is required)	YES	NO
Does this project include a 5,000 Sq. Ft. or greater parking lot or 25 or more parking spaces		
Is this project a Subdivisions with 10 or more housing units		
Is this project a Restaurant disturbing greater than 5,000 Sq. Ft.		
Is this project a Retail Gasoline outlet disturbing greater than 5,000 Sq. Ft.		
Is this project an Automotive Repair Shop		
Is this project a Commercial and/or Industrial development of 100,000 Sq. Ft. or more		
Is this a Single Family Hillside residence that creates 10,000 Sq. Ft. or more of impervious area where the natural slope is 10% or greater where erosive soil conditions are known		
Is this a Single Family hillside residence that create 10,000 Sq. Ft. or more of impervious area where the natural slope is 25% or greater		
PM10 Dust Control Questionnaire (If yes, PM10 plan is required)	YES	NO
Is the disturbed area of this project greater than 5,000 Sq. Ft.		
SWPPP, Storm Water Pollution Prevention Plan (If yes, SWPPP is required)	YES	NO
Is the disturbed area greater than 1 acre		

Street Improvement Permit Information			
Full Street Lineal Ft.		Half Street Lineal Ft.	

Storm Drain Improvement Permit Information			
Full Street Lineal Ft.		Half Street Lineal Ft.	