



City of Palm Desert / Department of Community Development CHANGE OF ZONE APPLICATION

73-510 Fred Waring Drive • Palm Desert • California • 92260 • (760) 346-0611 • Fax (760) 776-6417

Applicant:

Telephone: _____
Mailing Address: _____ Fax number: _____
City: _____ State: _____ Zip: _____ Email: _____

Property Owner:

Telephone: _____
Mailing Address: _____ Fax number: _____
City: _____ State: _____ Zip: _____ Email: _____

Representative:

Telephone: _____
Mailing Address: _____ Fax number: _____
City: _____ State: _____ Zip: _____ Email: _____

Please send correspondence to (check one): _____ Applicant _____ Property Owner _____ Representative

Project Address(s): _____

Assessor Parcel Number(s): _____

Existing Zoning: _____ **General Plan Designation:** _____

Proposed Zoning: _____

REQUEST (Describe the nature of approval 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.

Signature _____ Print Name _____ 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.

Signature _____ Print Name _____ Date _____

OFFICE USE ONLY

PROJECT NO: **C/Z** _____ **DATE:** _____

ACCEPTED BY: _____

City of Palm Desert
Change of Zone Application

I. PURPOSE:

The zoning map may be amended by changing the boundaries of any district in accordance with the procedures described in Section 25.84 of the Palm Desert Municipal Code. Staff will investigate the request, prepare a report and recommendation, publishes legal notices, and notifies 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 map can only be amended by ordinance, the average review period for a change of zone application is eight (8) to fourteen (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 of zone application may be filed for one (1) year after the date of denial.

II. SUBMITTAL REQUIREMENTS:

1. Complete application form filled out with required signatures.
2. Any and all required plans and exhibits as described in the application.

II. PROCEDURE:

1. Applicant to submit complete application to the Department of Community Development 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 public hearings at Planning Commission and City Council.
2. The proposed change of zone will be presented to the Planning Commission, typically within 6-10 weeks from the time is submitted to staff. Some cases may take longer.
3. The proposed change of zone will then be presented to the City Council for final approval, typically within 4-6 weeks from the Planning Commission decision.

III. SUPPORTING DATE:

1. Name of Applicant: _____
2. This request is made for property described as (exact legal description):

3. Total area of site: _____
(if more than one zone requested, give subtotal for each)
4. Existing Zoning: _____
5. Proposed Zoning: _____
6. General Plan Designation: _____
7. Assessor's Parcel No.: _____
8. The property is located at: _____
(street address)

City of Palm Desert
Change of Zone Application

9. Between _____ and _____
(street) (street)

10. The present use of this property is:

11. The applicant offers the following reasons to justify the request for a Change of Zone:

