



# City of Palm Desert / Department of Community Development VARIANCE 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):** \_\_\_\_\_

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

**Project Request:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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:** VAR \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ACCEPTED BY:** \_\_\_\_\_

***City of Palm Desert  
Variance Application***

# City of Palm Desert Variance Application

## I. PURPOSE:

A variance 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 ordinance would deprive such property of privileges enjoyed by other property in the vicinity and under identical zoning classification state law prohibits the granting of a use variance.

## II. SUBMITTAL REQUIREMENTS:

1. Complete application form filled out with required signatures.
2. An accurate scale drawing of a site plan, floor plan, and elevations indicating:

## III. PROCEDURE:

1. Submit a complete application with all sets of required plans and appropriate fee to the Department of Community Development for staff review. Staff will review the application and determine if it is complete within 30 days from the date the project is submitted. **The application will not be processed if it is deemed incomplete.** After the application is deemed complete, the project is circulated to other City departments and local agencies for comments and conditions.
2. **If necessary, Application is presented to the Architectural Review Commission for preliminary review of the site plan, elevations, floor plan, landscaping and color material samples.**
3. Staff will prepare a written staff report and the project is scheduled for Planning Commission (meetings held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month) and a legal notice is published and mailed to adjacent property owners/tenants 10-21 days before the meeting, advertising the public hearing, approximately 6 to 8 weeks after the project submittal. There is a **15-day appeal** from the day of a decision taken by the Planning Commission. If the project is appealed or called up for review, it will be scheduled for a public hearing with the City Council (meetings held on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month). Staff will prepare a written report and a legal notice is published and mailed to adjacent property owners/tenants 10-21 days before the meeting. This process is approximately 2 to 4 weeks after the Planning Commission decision and approximately 8 to 12 weeks after the project has been submitted.
4. If the project presented to the Architectural Review Commission then it will return to the Commission for final approval of construction drawings.

## IV. APPLICATION CHECKLIST:

### **APPLICATIONS WILL BE REJECTED IF ANY APPLICABLE EXHIBITS ARE NOT RECEIVED.**

\_\_\_ **10** complete sets of preliminary drawings (typically 24"x36") as described in Section VII of this application, **folded** to a maximum size of 8½"x13" (scaled, 11"x17" size plans may be substituted if appropriate). A complete set of drawings include:

- \_\_\_ Site Plan
- \_\_\_ Architectural Elevations
- \_\_\_ Floor Plans
- \_\_\_ Roof Plan

\_\_\_ **One (1)** full size colored site plan and elevations

\_\_\_ **Digital files on CD or other electronic format of all plans**

\_\_\_ **Two (2)** copies of a typed listing of surrounding property owners.

\_\_\_ **Two (2)** sets of typed, self-adhesive mailing labels for adjacent property owners within 300' of the project.

\_\_\_ **One (1)** set of Assessor's Parcel Map(s) illustrating the subject property and the surrounding property within 300 feet. Draw boundary of subject property and 300 foot radius in red.

\_\_\_ Complete Supporting Data questions is Section IV

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**V. SUPPORTING DATA:**

1. A variance from Section(s) \_\_\_\_\_ of the City's Municipal Code to permit a:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. What particular difficulties or unnecessary **physical** hardships inconsistent with the objectives of the Zoning Ordinance would result if the variance were not granted?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. What exceptional or extraordinary circumstances or conditions property that does not apply generally to other properties in the same zone?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. 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?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. 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?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
6. Proposed use of the site (project for which the form is filed; describe the total undertaking, not just the current application approval being sought):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
7. Gross Project Site Area: \_\_\_\_\_
  
8. Net Project Site Area: \_\_\_\_\_
  
9. Existing use of the project site: \_\_\_\_\_
  
10. Existing use on adjacent properties: (Example: North, Shopping Center; South, Single Family Dwellings; East, Vacant, etc.)  
  
North: \_\_\_\_\_  
South: \_\_\_\_\_  
East: \_\_\_\_\_  
West: \_\_\_\_\_

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11. Site topography (describe):

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**VI. PROPERTY OWNER INFORMATION:**

The applicant shall provide the Department of Community Development with **two (2)** copies of adjacent property owners and their addresses for all parcels within 300 feet of the proposed conditional use. The **two (2)** 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:

- o Contact a title company and request they that furnish you with a list of names and mailing labels, for which there will probably be a fee for the list.
- o 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 at least 300 feet.
  - Indicate the area of your request by a red outline on the parcel maps.
  - Delineate, in red, all property within 300 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 300-foot area.
  - Using the Visual Numerical Index File, which is to be found in the Assessor's Office, place the name and address for each parcel opposite the number described in No. 4 above.
  - Sign Affidavit attesting to name list.
  - Return this list with your application to the Department of Community Development.

**VII. EXHIBIT REQUIREMENTS CHECKLIST:**

**APPLICATIONS MAY BE REJECTED IF ALL PLANS DO NOT INCLUDE AT LEAST THE FOLLOWING INFORMATION: APPLICANTS ARE STRONGLY URGED TO CONTACT STAFF IN THE PUBLIC WORKS DEPARTMENT PRIOR TO SUBMITTING AN APPLICATION.**

**A. SITE PLAN:**

**APPLICANTS ARE STRONGLY URGED TO CONTACT STAFF IN THE PUBLIC WORKS DEPARTMENT VERY EARLY IN THE PLANNING PROCESS AND PRIOR TO SUBMITTING AN APPLICATION.**

- \_\_\_\_ Name, address, and phone number of property owner, applicant, engineer and architect
- \_\_\_\_ Scale, not less than 1"=30'
- \_\_\_\_ North Arrow
- \_\_\_\_ Vicinity map including project address/location
- \_\_\_\_ Fully dimensioned subject parcel boundaries
- \_\_\_\_ Abutting streets and right-of-ways, dimensioned (consult with Department of Public Works)
- \_\_\_\_ Existing/proposed street(s) and width(s) including: centerline, median islands, parkway width, and sidewalk(s) dimensions
- \_\_\_\_ Access and driveway dimensions
- \_\_\_\_ Location and dimensions of all existing and proposed easements
- \_\_\_\_ All utility line locations (gas, electric, cable, water and sewer)
- \_\_\_\_ ADA Ramps, Paths and Path of travel

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- All existing and proposed structures
- All building setbacks from property lines
- Building dimensions (include roof overhangs)
- Location, elevations and height of proposed walls and fences
- Location of trash enclosures
- Parking layout with dimensions of stalls, aisle widths, walkways and surface type
- Map Legend including:
  - Gross and net acreage of parcel(s)
  - Gross and net floor area of structure(s) and type of use
  - Required and proposed number of parking spaces (including handicap)
  - Lot coverage (percentage of land covered by building(s))
  - Landscape percentage in and adjacent to the parking area

**B. ARCHITECTURAL ELEVATIONS:**

- Show height of new structures from Finished Grade to highest part of the structure, the roof parapets, and each floor.
- Show screening for all roof-mounted equipment
- Proposed signage/awning location (if signage will be on the building after it is built)
- Colored Elevations, rendering and/or perspectives (separate sheet)

**C. FLOOR PLANS:**

- Dimensions of interior rooms
- Label all rooms
- Dimensions of all exterior components

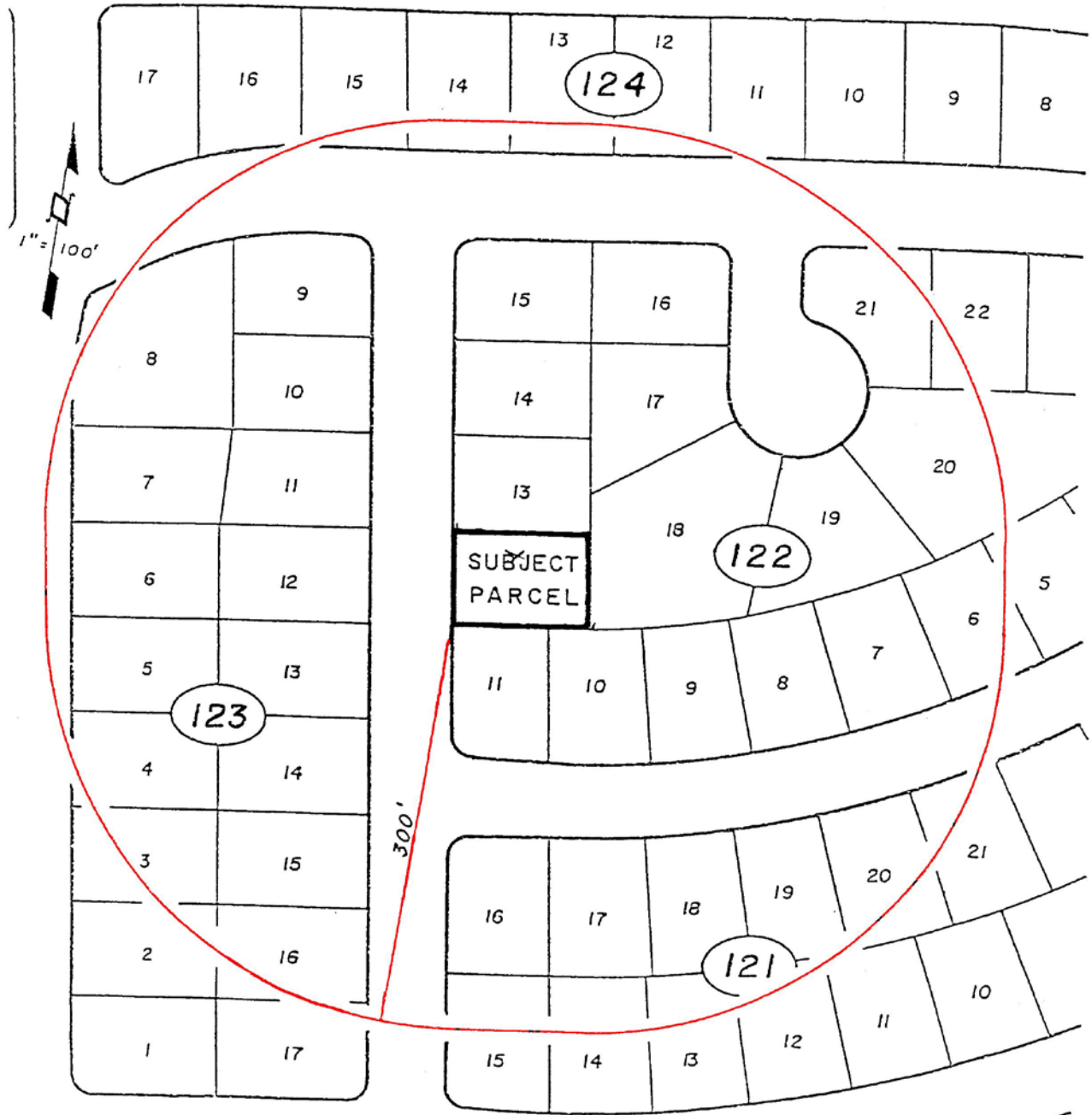
**D. ROOF PLAN:**

- Indicate top of parapet heights
- Location of roof mounted equipment
- Location of ladder for roof access

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(SAMPLE)  
**Assessor's Map**

00-12



NOTE:

THE SUBJECT PARCEL AND THE THREE HUNDRED FOOT PERIMETER LINE ARE TO BE OUTLINED IN RED.

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OWNER AND/OR OWNER'S AUTHORIZED AGENT  
AFFIDAVIT

STATE OF CALIFORNIA )  
COUNTY OF RIVERSIDE )  
CITY OF PALM DESERT )

I, (we), \_\_\_\_\_ being duly sworn  
depose and declare to the best of \_\_\_\_\_ knowledge that the  
(my/our)  
foregoing is true and correct under the penalty of perjury:

EXECUTED AT: \_\_\_\_\_  
(CITY) (STATE)

DATE: \_\_\_\_\_  
(MONTH) (DAY) (YEAR)

APPLICANT, OWNER AND/OR OWNER'S AUTHORIZED AGENT:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(City, State and Zip)

\_\_\_\_\_  
(Area Code) Telephone Number