



City of Palm Desert / Department of Community Development **PRECISE PLAN 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:** _____

Project Request (describe specific 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: PP _____

DATE: _____

ACCEPTED BY: _____

***City of Palm Desert
Precise Plan Application***

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I. SUBMITTAL REQUIREMENTS:

1. A Completed Application form completely filled out with all required signatures, exhibits and completed forms.
2. Site Address: complete the attached Site Address Form and submit to the Department of Building and Safety.

II. PROCEDURE:

1. Schedule a time to discuss preliminary project plans and zoning with **Planning Department staff, other City Departments** for project requirements, including necessary application submittals. The **General Plan** should be consulted for land use and street improvements.
2. Submit a complete application with all required signatures, application fee, environmental assessment form (if necessary), 300-foot radius map and mailing labels, and any other applications (i.e. Architectural Review, Conditional Use Permit).
3. 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.
4. **Projects will be presented to the Architectural Review Commission** (meetings held on the 2nd and 4th Tuesdays of each month) **after staff's initial 30-day review period when comments have been received from other departments and agencies.** The Architectural Review hearing may be delayed if the project is deemed incomplete within the 30-day review period or if any changes are required because of conditions of approval that effect the site plan and/or architecture and/or if the project does not meet one (1) or more required zoning development standards.
5. **After the project has received preliminary approval from the Architectural Review Commission,** staff will prepare a written staff report and the project is scheduled for Planning Commission (meetings held on the 1st and 3rd 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.
6. If the project involves a change of zone, general plan amendment, development agreement, exceptions, or 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 2nd and 4th 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.
7. After the Building and Safety Department reviews the final working drawings, the construction plans are presented to the Architectural Review Commission for final approval.

III. APPLICATION CHECKLIST:

APPLICATIONS WILL NOT BE ACCEPTED IF ANY EXHIBITS ARE NOT INCLUDED

INITIAL SUBMITTAL:

- ___ **12** individual site plans (as described in Section V.1 of this application)
- ___ **5** complete sets of preliminary drawings. A complete set of drawings include:
 - ___ Site Plan, as described in Section IV
 - ___ Architectural Elevations, as described in Section IV

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- ___ Floor Plans, as described in Section IV
- ___ Roof Plan, as described in Section IV
- ___ Cross Sections, as described in Section IV
- ___ Landscape Plan, as described in Section IV
- ___ Preliminary Grading and Utility Plan, as described in Section IV
- ___ Exterior Lighting Plan, as described in Section IV
- ___ 1 full size multi colored site plan indicating open space/landscaping, building(s), parking and driveway(s). Where more than one height of building is proposed, show each in a different color. **DO NOT MOUNT THIS COPY ON A BOARD**
- ___ 1 Color samples/Materials board as described in Section V.3 of this application
- ___ 1 full size colored elevations for all four (4) sides of proposed building(s)
- ___ 1 CD or other electronic format of Digital files (PDF) for all plans
- ___ 3 sets of typed, self-adhesive mailing labels for adjacent property owners within 300' of the project
- ___ 3 copies of a typed listing of surrounding property owners
- ___ 1 set of Assessor's Parcel Map(s) illustrating the subject property and the surrounding properties within 300 feet. Draw boundary of subject property and 300 foot radius in red.

IV. 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
- ___ 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.

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- 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

E. CROSS SECTIONS:

- Cut through the project site and any street surrounding the property to indicate height of street curbs, adjacent, finished grad, foundation, finish floor, top of parapets, and roof mounted equipment for the proposed structure or structures.

F. LANDSCAPE PLANS:

APPLICANTS ARE STRONGLY URGED TO CONTACT STAFF IN THE LANDSCAPE OFFICE WITHIN PUBLIC WORKS, VERY EARLY IN THE PLANNING PROCESS AND PRIOR TO SUBMITTING AN APPLICATION

- Vicinity Map
- North Arrow
- Scale, not less than 1"=20' (1"=40' allowable if tree plan is on a separate sheet from shrub and ground cover plan)
- Location of all trees, shrubs, plants, and ground cover
- Labeled Botanical name and size of all plant material
- One copy of plan to have individual trees and major shrub forms color-coded by species so that the distribution may be easily distinguished
- Perimeter treatment of property (fences, walls, vegetation screens, etc.)
- Show all exterior light fixtures (street lamps, landscape lighting, etc.)
- Street furniture and ornamentation (if applicable) to include:
 - Rock outcroppings
 - Benches
 - Waterscape plan
 - Newspaper stands
 - Fountains
 - Statues
- Type of irrigation system to be used (in note form only for preliminary approval; provide complete irrigation plans with construction drawings)

G. PRELIMINARY GRADING AND UTILITY PLANS:

- Vicinity map showing major street names, other reference points and landmarks
- North arrow
- Scale, not less than 1"=30'
- General drainage pattern of area to include site and adjacent properties within 100' (use arrows to show drainage flow to and from site)
- Existing contours lines with adjacent top of curb elevations
- Proposed locations of structures and drives
- Any Access Agreements and Easements
- Pad elevations of finished floors for proposed structures and existing structures
- Finished grades
- Adjacent pad heights for adjacent structures and grades

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- ___ Elevations of existing street centerline
- ___ Any perimeter walls and fences that affect drainage
- ___ All relevant dimensions relation to the location of existing and proposed utilities, service lines, and easements.
- ___ Estimated cut and fill quantities
- ___ Size, grate elevation, invert elevation of all inlets or outlets, and drainage swales
- ___ Pipe materials, slopes and sizes

H. EXTERIOR LIGHTING PLAN:

- ___ Show location, type, output, and wattage of all exterior light fixtures
- ___ Show Photometric Study, refer to Section 24.16 for Outdoor Lighting Standards
- ___ Show Summary of Photometric Study including: Min, Max, Average and Min/Max Ratio of foot-candles
- ___ Provide a lighting plan detail cut sheet, showing all light fixtures and pole heights

I. COLOR MATERIAL BOARD:

- ___ Board or sheet (maximum size of 8 inches x 13 inches by 3/8" thick) containing precise color swatches and material samples.

J. 300-FOOT RADIUS MAP:

The 300-foot radius map must be prepared to the attached specifications folded to 8-1/2" x 13" maximum size.5.

K. ADJACENT PROPERTY OWNER INFORMATION:

The applicant shall provide the Department of Community Development with three (3) copies of adjacent property owners and their addresses for all parcels within 300 feet of the proposed conditional use. The three (3) 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.

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V. DEVELOPMENT STANDARDS:

EACH PROJECT WILL BE REVIEWED ON THE BASIS OF ITS CONFORMANCE TO THE FOLLOWING ADOPTED DEVELOPMENT STANDARDS. IN THOSE AREAS DETERMINED BY THE ARCHITECTURAL REVIEW COMMISSION TO BE "UNACCEPTABLE", IT IS THE RESPONSIBILITY OF THE APPLICANT TO REDESIGN THAT PORTION OF THE PROJECT.

A. Access & Circulation Standards:

1. Safe and convenient vehicle access to property and development therein shall be provided.
2. Safe and convenient pedestrian access to property and development therein shall be provided.
3. Circulation plans (auto, bicycle, and pedestrian) shall conform to municipally developed circulation plans for the vicinity and immediate area.

B. Site Planning Standards:

1. Site planning shall occur in a manner that minimizes obstruction of scenic views from adjacent properties.
2. Site planning shall be compatible with existing terrain.
3. Site planning shall occur in a manner that does not expose unattractive areas or activities to the detriment of adjacent properties.
4. Site planning shall occur in a manner in which asphalt or concrete is minimized.
5. Avoid unnecessary impediments for handicapped persons.

C. Utility & Equipment Standards:

1. All service utility lines shall be placed underground pursuant to Municipal Code 25.56.110.
2. All control panels, vaults and unnecessary equipment shall be architecturally screened or landscaped or otherwise concealed from public view.
3. All air conditioning and ventilation equipment shall be located and screened in a manner to prevent exposure to public right-of-ways and adjacent properties, in addition said equipment shall not be located where its noise will impact adjacent property.

D. Vehicle Parking Standards:

1. Off-street parking shall be located in proximity to facilities it serves.
2. Parking areas should be screened from view wherever possible by means of berms, garden walls and landscaping.
3. Parking areas shall be shaded as required.
4. Carports for apartment developments shall not front onto a public right-of-way.
5. Garages should be encouraged not to front onto a public right-of-way.
6. All parking areas for recreational and accessory vehicles and trailers shall be architecturally screened or landscaped or otherwise concealed from public view.

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7. Handicapped parking spaces shall be provided as required by the Department of Building and Safety.

E. Architectural Standards:

1. A singular architectural theme shall be applied to a given structure or complex (including facade architecture).
2. Architectural design shall be applied to all four (4) sides of a building/structure or complex rather than just to those sides exposed to public view.
3. Architectural design shall be appropriate to the climatic conditions of the desert area and shall be done in a manner that minimizes the consumption of energy required for heating and cooling.
4. Entrances shall include appropriate lighting and identification.
5. Architectural design shall employ materials and colors which are compatible and complementary to the desert area.
6. Architectural design shall incorporate provisions for signage (if applicable) as an integrated part of the overall design.
7. Architecture and landscaping shall be coordinated and complementary.
8. All air conditioning, exhaust and ventilation, accessory mechanical and electrical equipment and control panels shall be located and screened in a manner to prevent exposure to public right-of-ways and adjacent properties.

F. Landscaping Standards:

APPLICANTS ARE STRONGLY URGED TO CONTACT STAFF IN THE LANDSCAPE OFFICE WITHIN PUBLIC WORKS, VERY EARLY IN THE PLANNING PROCESS AND PRIOR TO SUBMITTING AN APPLICATION.

1. Landscaping shall be an integral part of the site planning and architectural design on all projects.
2. Provisions for the adequate maintenance and irrigation of landscaping shall be made through the use of underground irrigation systems.
3. Landscaping, walls and fences shall not create unsafe conditions along public right-of-ways.
4. All required street trees shall be a minimum of 24" box in size at time of installation.
5. Care should be given to the tree selection in terms of:
 - Conformance to city adopted trees for certain streets
 - Reduction of long-term maintenance problems
 - Durability
 - Compatibility to the project and surrounding area
6. To provide for effective landscaping in parking areas, the following standards shall be met:
 - a. On the perimeter, a minimum of 75% of the trees shall be 24" box or larger in size at time of installation. The remainder shall be a minimum of fifteen gallon in size at time of installation.

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- b. On the interior, a minimum of 60% of the trees shall be 24" box or larger in size at time of installation. The remainder shall be a minimum of fifteen gallon in size at time of installation.
- c. 15% of the recognizable parking area will be provided in landscaping.

G. Fencing, Screening And Enclosure Standards:

- 1. Materials and colors of fences and walls shall be compatible and complementary to the structures with which they relate.
- 2. Fences, walls, and enclosures shall be designed as an integrated part of the architecture and landscaping.
- 3. Outside service and storage areas, where permitted, shall be enclosed and screened.
- 4. Fences and walls shall not obstruct line-of-sight along public right-of-ways.

H. Service Area Standards:

- 1. Service areas shall be designed and constructed of materials and colors that are compatible and complementary to the structures of complexes they serve.
- 2. Service areas shall be located in a manner that does not adversely affect adjacent properties.
- 3. Service areas shall be screened and/or enclosed to prevent their exposure to public right-of-ways and adjacent properties.

**CITY OF PALM DESERT
BUILDING AND SAFETY DEPARTMENT
SITE ADDRESSING REQUEST FORM**

Please complete this **Site Addressing Request Form** with a copy of the tentative or recorded tract map showing Planning Department and Fire Department approvals for street names.

Assessor Parcel Number: _____

Tract Number: _____

Lot Number(s): _____

Current Owner Name: _____

Owner Address: _____

City/State/Zip: _____

Phone No: (____) _____

Contact Person Name: _____

Contract Person Phone No: (____) _____

Date Submitted: _____

**Please Return Form To: Building and Safety Department
 Sr. Office Assistant
 (760) 776-6420**