



City of Palm Desert /Department of Community Development

PARCEL MAP WAIVER

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 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 _____

Property Owner Authorization: Agreement absolving the City of Palm Desert of all liabilities relative to any deed restrictions. I DO BY MY SIGNATURE ON THIS AGREEMENT absolves the City of Palm Desert of all liabilities regarding any deed restrictions that may be applicable to the property described herein.

Signature _____ Print Name _____ Date _____

OFFICE USE ONLY

PROJECT NO: PMW _____ DATE: _____

ACCEPTED BY: _____

City of Palm Desert
Parcel Map Waiver Application

I. SUBMITTAL REQUIREMENTS/CHECKLIST:

- ___ Complete application form filled out with required signatures.
- ___ Closure/Area Report (print out) for the complete boundary and each parcel exclusive of the others.
- ___ 8 1/2" x 11" adjustment plat prepared and signed by a licensed land surveyor or a registered civil engineer authorized to practice and land surveying.
- ___ Legal descriptions for each adjusted and/or merged parcel exclusive of the others.
- ___ Copy of current preliminary title report.
- ___ Notary acknowledgement certificate may be required as necessary.

II. PROCEDURE:

- A. Confer with the Department of Community Development and Public Works Department concerning resulting lot sizes and legality of proposed action.
- B. Submit a completed application with all required information, as described above, to the Department of Community of Development. Staff will assign the case number and transmit the documents to the Public Works Department.
- C. The Public Works Department will review the application and (if necessary) corrections will be required.
- D. After Public Works determines the application to be technically correct, it will be returned to the Department of Community Development to be scheduled on the consent calendar for the next Planning Commission meeting. This process takes a minimum of six (6) weeks or more, depending on the time it takes the engineer to make required corrections. The Public Works Department's review is mailed out Friday before the meeting and a notice of action will be mailed out following the meeting.
- E. After Planning Commission approval, a certificate of compliance will be issued and the title company will be contacted to record the documents.
- F. Moving lot/parcels line is not complete until the action is reflected in a deed. The lot/parcel line adjustment and/or merger must be reflected in a deed, which must be recorded. A grant deed implements the revised lot/parcel configuration pursuant to a parcel map waiver is approved by the City of Palm Desert. It is the property owner's responsibility to have new deeds prepared as stated above, and the recording with the County of Riverside thereof should be coordinated with the title company.