



City of Palm Desert / Department of Community Development CONDITIONAL USE PERMIT 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: CUP _____ **DATE:** _____

ACCEPTED BY: _____

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I. PURPOSE:

In order to give the use regulations the flexibility necessary to achieve the objectives of the Zoning Ordinance in certain districts, conditional uses are permitted subject to the granting of a conditional use permit. Because of their unusual characteristics, conditional uses require special consideration so that they may be located properly with respect to the objectives of the zoning regulations and with respect to their effects on surrounding properties. In order to achieve these purposes, the Planning Commission is empowered to grant or deny applications for conditional use permits for such conditional uses as are prescribed in the district regulations and to impose reasonable conditions upon the granting of conditional use permits; subject to the right of appeal to the City Council.

II. SUBMITTAL REQUIREMENTS:

1. Application Form completed with required signatures.
2. Required exhibits and plans as described in the application.

III. PROCEDURE:

Prior to the submittal of the official application, the applicant should review the proposal with the Director of Community Development. After preliminary review, the applicant files the official request for approval of the conditional use permit. Staff will investigate the request, prepare a written report to the Planning Commission, publish legal notices, and notify adjacent property owners of the public hearing. The Planning Commission hearing usually occurs six to eight weeks after the official filing date, at which time they will review the conditional use request along with related preliminary architecture, site design, and landscaping. Once the conditional use permit is approved, the applicant then submits detailed construction plans for review. If the request is denied, the applicant may file an appeal within 15 days for a hearing before the City Council.

- A. Applicant to submit complete application to the Department of Community Development for staff review.
- B. Project goes before the Planning Commission for public hearing on use permit. Once the project is approved or denied there is a 15-day appeal period. If the project is appealed, then it will be noticed and a hearing will take place before the City Council.
- C. 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 NOT BE ACCEPTED IF ANY EXHIBITS ARE NOT INCLUDED

All plans and exhibits must be full size set of plans (typically 24"x36") to scale, folded to a maximum size of 8½"x13." All plans must be designed to meet all applicable requirements as described in this application.

- ___ **10** Complete sets of preliminary plans (typically 24"x36") as described in Section V 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 the following:
 - ___ Site Plan
 - ___ Floor Plans
- ___ **1** Statement of Use
- ___ **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.

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V. EXHIBIT REQUIREMENTS CHECKLIST:

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

A. SITE PLAN:

APPLICANTS ARE STRONGLY URGED TO CONTACT STAFF IN THE PLANNING 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. FLOOR PLANS:

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

C. EXPANDED STATEMENT OF USE:

The applicant shall provide a full description of the activity/use being proposed, giving a detailed explanation of the use and/or facilities involved and the objectives of the applicant.

Example:

If proposing a new massage establishment, the statement of use should include hours of operations, number of employees, number of clients per hour, are the appointments walk-in customers or appointments only, and so on.

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D. PROPERTY OWNER INFORMATION:

The applicant shall provide the Department of Community Development with three (3) copies of 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:

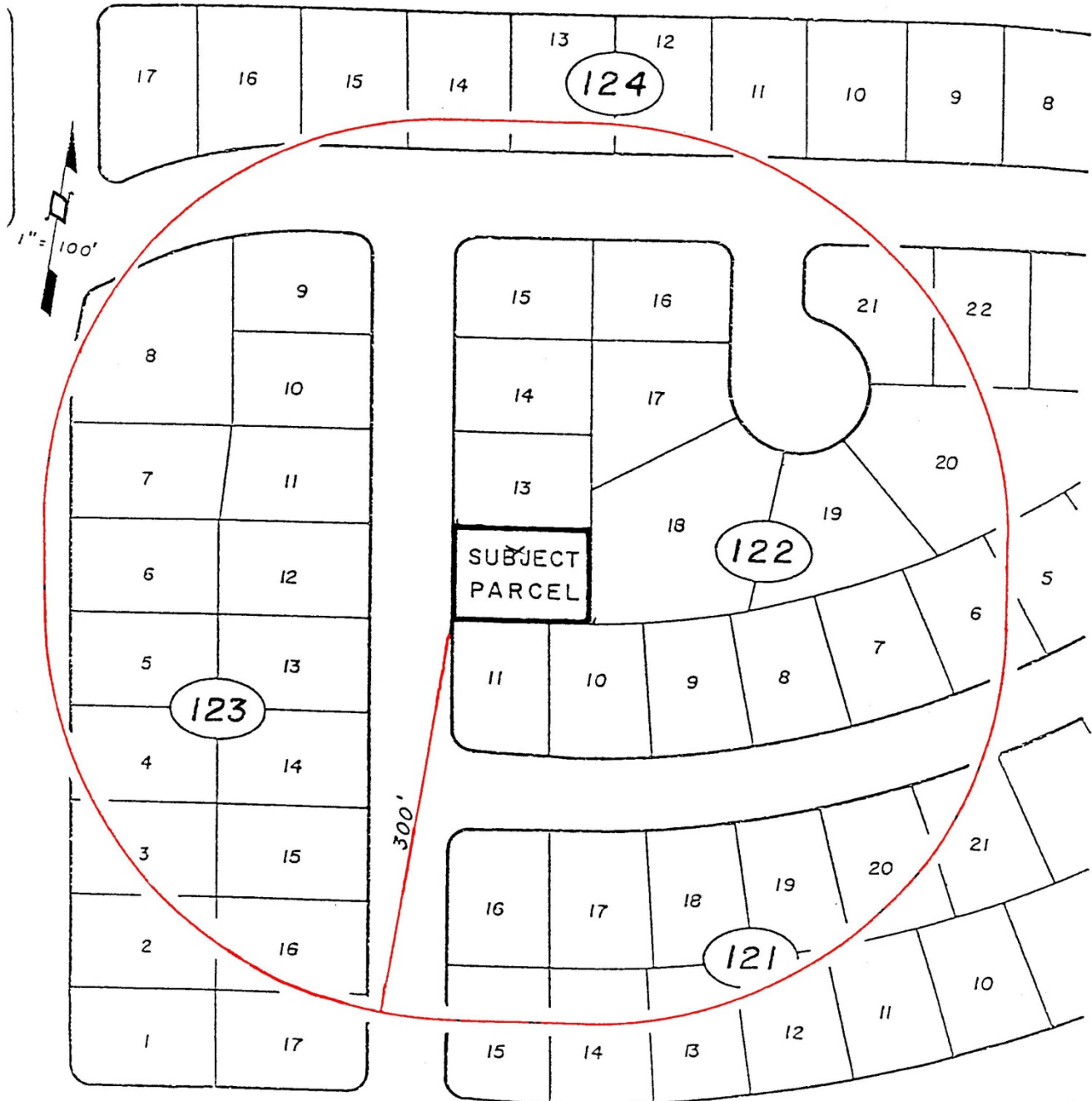
- Contact a title company and request that they furnish you with a list of names and mailing labels, for which there will probably be a fee, for the list.
- You may obtain them yourself in the following manner:
 - Secure from the County Assessor's Office parcel maps covering your application and all 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 County 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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SAMPLE OF 300-FOOT RADIUS MAP

(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