



# City of Palm Desert / Department of Community Development TENTATIVE TRACT MAP

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:** TT \_\_\_\_\_ **DATE:** \_\_\_\_\_

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

# City of Palm Desert

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### I. SUBMITTAL REQUIREMENTS:

1. Application form completely filled out with all required signatures.
2. All required plans and exhibits as described in the application.

### 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 2<sup>nd</sup> and 4<sup>th</sup> 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 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.
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 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.
7. Once the project has been approved and entitled, final conditions of approval will be mailed to the applicant/property owner.
8. Once final plans and conditions of approval have been prepared, final maps, grading and improvement plans may be processed through Public Works and final working drawings submitted to Building and Safety for plan check.

### III. APPLICATION CHECKLIST:

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

- \_\_\_ **Twelve (12)** full size Site Plans (typically 24"x36") as described in Section V.1 of this application, **folded** to a maximum size of 8½"x13" (scaled, 11"x17" size plans may be substituted if appropriate).
- \_\_\_ **Digital files on CD or other electronic format of all plans**
- \_\_\_ Environmental Assessment Form (if necessary)

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- \_\_\_ **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.

**V. 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**

**1. Tentative Parcel Map Requirements:**

- \_\_\_ Parcel Map Number.
- \_\_\_ Title of Map.
- \_\_\_ Section description of property.
- \_\_\_ Name and address of owner/developer and engineer.
- \_\_\_ Approximate acreage.
- \_\_\_ Boundary lines.
- \_\_\_ Vicinity map.
- \_\_\_ Scale, not more than 1"=100'.
- \_\_\_ North Arrow.
- \_\_\_ Names, book and page numbers of adjoining subdivision.
- \_\_\_ Identify landmarks/existing structures, above and below grade.
- \_\_\_ Cross-section of proposed and adjacent streets (consult general plan).
- \_\_\_ Approximate grades of proposed and existing streets.
- \_\_\_ Streets and rights-of-way providing legal access to property and phasing.
- \_\_\_ Proposed street widths and approximate radii of curves.
- \_\_\_ Widths of alleyways and easements.
- \_\_\_ Name and location of existing and proposed utilities.
- \_\_\_ Elevations of sewer at proposed main connections.
- \_\_\_ A grading plan showing location, dimensions, grades and elevation of existing and proposed drainage facilities and relationship with City's master drainage plan.
- \_\_\_ Lands and parks for public use.
- \_\_\_ Proposed lot lines/numbers, building pad elevation(s) and land use
- \_\_\_ Existing or proposed/approved adjacent lot lines and parcel elevations.
- \_\_\_ Setbacks for front, rear and side yard property lines.
- \_\_\_ Existing/proposed contours at 1' intervals for slopes <10%, otherwise 5'.

**2. Street Addressing:**

**PURPOSE:** These requirements were established in order to provide property owners, the general public and the City with a convenient, accurate and systematic means of:

1. Identifying and locating property.
2. Assist in the proper delivery of mail, packages, utilities and other services.
3. Provide means for expedient emergency response by medical, law enforcement, rescue, and any other emergency services.

The City of Palm Desert Building and Safety Department is responsible for creating and assigning addresses for all new addressable structures or units.

**A Site Address request form is attached on Page 8, please complete and submit to the Department of Building and Safety before the application is submitted to the Community Development/Planning Department.**

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### **New Addressable Structures or Units**

**Addressable Structures or Units** are generally, the habitable or occupied structure(s) on a lot, parcel or tract, but may also include other structures as determined necessary by the Building and Safety Department staff.

**Site Address** is the property identification comprised of an address number, a directional, a road name, a road type, and a unit number if applicable. The site address will include the name of the public or private access road with which the driveway intersects. If the structure is located on a corner lot with two (2) driveways, the address will be based on the main entrance

### **3. 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.

### **4. Property Owner Information:**

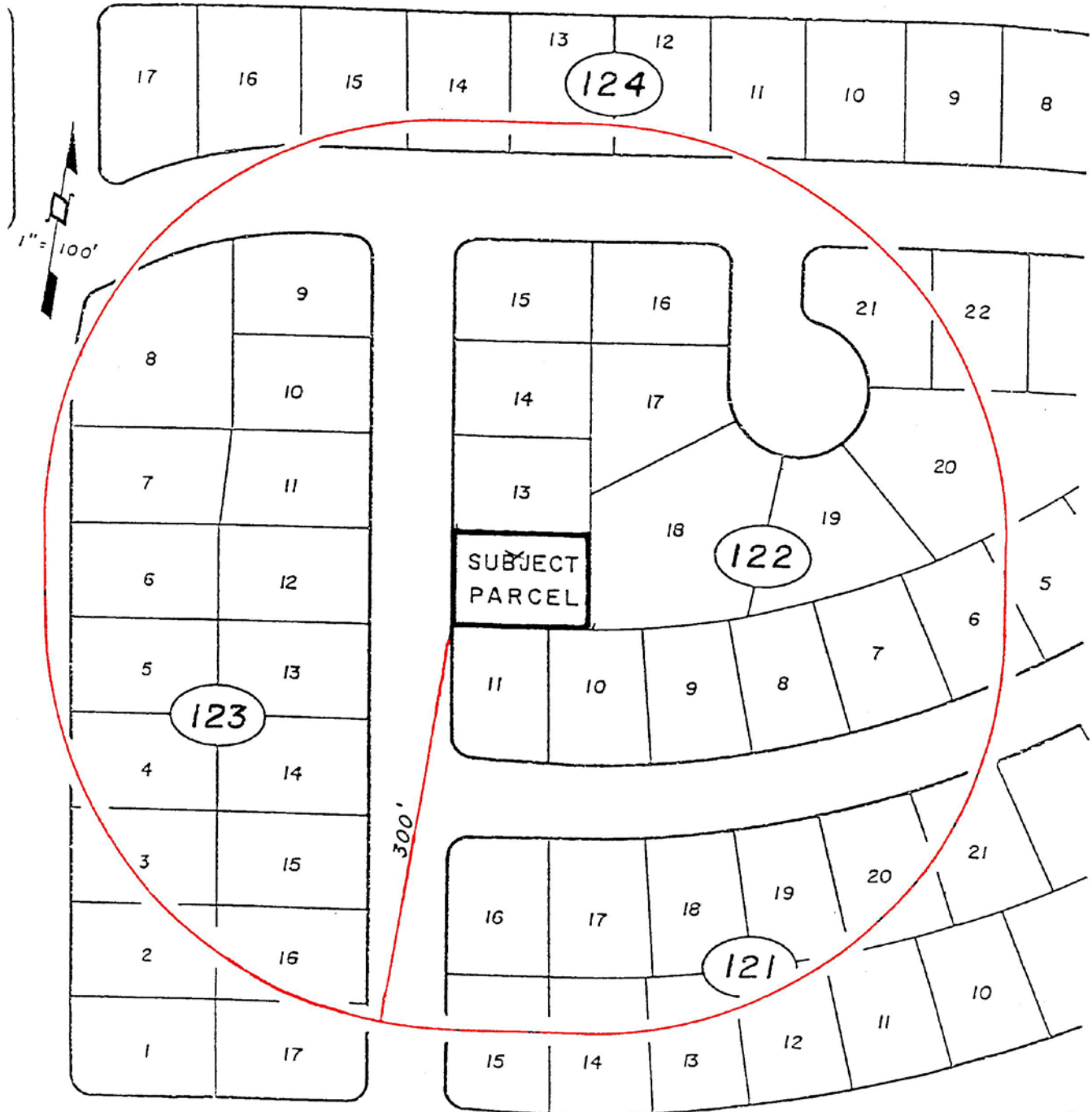
The applicant shall provide the Department of Community Development with **two (2)** copies of adjacent property owners and their addresses for all parcels within 300 feet of the proposed conditional use. The two (2) lists shall be typed on self-adhesive mailing address labels. The lists shall also include the owner of the property under consideration. These property owner names may be obtained in one of the two following manners:

- 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.
- 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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(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

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**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:** \_\_\_\_\_

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