CITY OF PALM DESERT
DEPARTMENT OF DEVELOPMENT SERVICES
73510 Fred Waring Drive, Palm Desert, California 92260
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Variance Handout

The following instructions are intended to provide the necessary information and procedures to submit and facilitate the processing of a Variance Application. Adherence to these instructions will ensure that the application can be processed in the most expeditious manner possible.

SECTION I – APPLICATION SUBMITTAL REQUIREMENTS

APPLICATION SUBMITTAL REQUIREMENTS - FIRST SUBMITTAL (COMPLETED BY APPLICANT AND VERIFIED BY STAFF INTAKE)		
Submitted	**Complete**	**Each item listed below is required for submittal unless a waiver is granted by Planning Division Staff. Any waiver must be confirmed by initialing the form by the staff person granting the waiver. Refer to Section B for the minimum required information on each item.**
APPLICATION INFORMATION		
		Planning Application Form
		Site Photographs
		Variance Justification Sheet
PROJECT EXHIBITS		
		Site Plan Sheet
		Architectural Elevations and Renderings
		Floor plans
		Roof Plan
PRIMARY REPORTS AND STUDIES		
		Public Hearing Notice Mailing Labels
FEES		
		Filing Fees Paid

SUBMITTAL REQUIREMENTS - PRIOR TO THE PUBLIC HEARING (ARCHITECTURAL REVIEW COMMISSION AND/OR PLANNING COMMISSION)				
Submitted	**Complete**	**The following items shall be submitted when the project is scheduled for Architectural Review Commission (ARC). All items must be received a minimum of 10 business days prior to the scheduled date of the ARC meeting.**	**Number of physical copies**	**Electronic Submittal**
		Public Notification Package	1	1
		Bound 11" by 17" color copy of complete plan set	10	1
		Physical Color and Material Board	1	1

SECTION II – SUBMITTAL ITEMS CHECKLIST

1. **FILING FEES**
   Application related filing fees are to be paid at the time of application. As part of the submittal process the receipt showing payment of fees which will be copied and submitted along with the other application materials. CEQA related fees are to be identified and paid at the time the application is deemed complete.

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VARIANCE APPLICATION

REQUIRED AT TIME OF APPLICATION SUBMITTAL
Precise Plan Application Fee: Fees | City of Palm Desert

REQUIRED AT TIME APPLICATION IS DEEMED COMPLETE
Environmental Documentation Preparation: Amount*, if any, is dependent on the Environmental Assessment and will be based on the full cost of preparing the required documentation (Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report). Dependent on the document, a minimum deposit amount will be required which is based on the estimated full cost of reviewing the required documentation. Please note, the amount of the deposit is an estimate, an additional deposit amount may be required to cover the actual costs of the documentation preparation if the fees exceed the initial deposit amount. After all costs have been applied to the deposit(s) remaining funds, if any, will be refunded accordingly. The required environmental documentation as well as the amount of the required minimum deposit amount will be identified in the City's Letter of Completion issued at the time the application is deemed complete. If it is determined the project qualifies for an exemption from CEQA, no preparation fee is required.

REQUIRED AT TIME APPLICATION IS SCHEDULED FOR PUBLIC HEARING
CEQA Filing Fee: Contact Planning Division for updated fee**

State Department of Fish & Game Fee: This fee will be identified in the City's Letter of Completion issued at the time the application is deemed complete. If the project is deemed to be exempt from CEQA there will not be a fee.**

* Payable to the City of Palm Desert
* * Separate check payable to the County of Riverside

2. **APPLICATION**
   The Planning Application form must be completed including the project description, requested information, and ownership signatures.

3. **SITE PHOTOGRAPHS**
   The submittal shall include high-resolution photographs taken a minimum of 30 days prior to the application submittal, showing the existing site condition, panoramic views, and site-specific characteristics and/or unique features.

4. **ENVIRONMENTAL ASSESSMENT FORM**
   All project requests shall submit a completed environmental assessment form.

5. **VARIANCE JUSTIFICATION SHEET**
   A typed document providing justification for the proposed justification shall be submitted. The document shall include the following information:
   - A variance from Section(s) ____ of the City's Municipal Code to permit a:
   - What particular difficulties or unnecessary physical hardships inconsistent with the objectives of the Zoning Ordinance would result if the variance were not granted?
   - What exceptional or extraordinary circumstances or conditions of the property do not apply generally to other properties in the same zone?
   - 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?
   - 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?
   - Proposed use of the site (project for which the form is filed; describe the total undertaking, not just the current application approval being sought):

6. **PROJECT EXHIBITS/PLAN SET**
   A complete Plan Set shall be submitted to the Planning Division. All digital submittals shall be submitted through the City's planning permit portal in pdf format. Information on where and how to submit can be found here: Planning Permit Portal

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Physical submittals shall be submitted upon request. Full size plans, when required, shall be neatly folded so that the size does not exceed 9" by 12" and shall have the title block facing outwards. Plans which do not adhere to these requirements shall be rejected.

Required Order of Plan Set Contents:

1. Site Plan Sheet
2. Architectural Elevations and Renderings
3. Floor plans
4. Roof Plan

Additional items may be required upon request from City of Palm Desert staff to better assess conformance with all standards. These items include, but are not limited to: Line of sight diagrams, finish details, material specifications, screening information, etc. These additional items will be requested during the project's completeness review.

Each exhibit shall be prepared to include the following information at minimum:

A. Site Plan Sheet

- ☐ Title block located in the lower right-hand corner of the map which contains the following information and is readily visible when folded:
  - ☐ Name of project
  - ☐ Plan name and sheet identification number
  - ☐ Initial date of drawing and any subsequent revisions
  - ☐ Name, address, and phone number of the property owner, applicant, and or authorized agent
  - ☐ Name, address, and phone number of the person preparing the exhibit
  - ☐ Exhibit Amendment block, which shall be used to notate any changes to the proposed project during the review process.
- ☐ Graphic Scale (Engineering Scale not to exceed 1" = 30')
- ☐ North arrow
- ☐ Location(s) and Dimension(s) of all:
  - ☐ Property lines
  - ☐ Required and actual setbacks for building to property lines and between buildings
  - ☐ Location of all structures
  - ☐ Fully dimensioned subject parcel boundaries
  - ☐ Access and driveway dimensions
  - ☐ Structures and building footprints, including any building projections.
  - ☐ Landscape areas and planters
  - ☐ Drive aisles, parking stalls, and loading areas
  - ☐ Typical parking space, parking dimensions including striping. All open parking stalls shall be clearly outlined with a minimum of 4-inch wide double ("hairpin") lines on the surface of the parking facility.
  - ☐ Pedestrian pathways, including ADA horizontal path of travel
  - ☐ Parking bumper or tire guard locations where parking is adjacent to any property line, public walkway, street, alley, or accessible path of travel
  - ☐ Trash enclosures
  - ☐ Storage areas
  - ☐ Location and total of all short-term and long term-bicycle parking
  - ☐ On-site fuel tanks (above or below ground)
  - ☐ Fire hydrants onsite and within 500' of the project site
  - ☐ Walls and fences including details of proposed materials, height, and setbacks from adjacent street curbs and/or property lines.
  - ☐ Public improvements, include cross sections
  - ☐ Structures, driveways, parking areas, trees and property lines within 50' of project site perimeter boundary
  - ☐ Names, locations, rights-of-way widths, and improvements of adjacent existing and proposed streets and the approximate grades of proposed and existing streets and approximate street centerline

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radii of curbs. Any proposed private streets shall be noted on the site plan exhibit. Location, widths, and improvements of existing and proposed public utility, easements, transmission lines, power and telephone poles, and underground utilities on or abutting the property.

- ☐ Name, location and dimension of all adjacent public and private streets
- ☐ Type, height, and location of all street, parking, and pedestrian lights
- ☐ Identification of General Plan and Zoning land use designations and existing land use of all adjacent properties
- ☐ Identify onsite circulation route(s), including drive aisle widths and interior and exterior turning radius dimensions at entries and drive aisles, for delivery and emergency vehicle access
- ☐ If the project includes any phasing of development the proposed phases, including public improvements, shall be identified on a separate site plan sheet with a table showing acreage, building square footage, number and type of units, and number of parking spaces per phase.

B. Architectural Elevations and Renderings

- ☐ Title Block
  - ☐ Name of project
  - ☐ Plan Sheet Identification Number
  - ☐ Scale of Exhibit
  - ☐ Initial date of drawing and any subsequent revisions
  - ☐ Name, address, and phone number of the person preparing the exhibit
  - ☐ California License Stamp
  - ☐ Exhibit Amendment block, which shall be used to notate any changes to the proposed project during the review process.
- ☐ Accurately scaled two-dimensional color illustrations of all sides of each proposed (and existing, if to remain) building and accessory structures (trash enclosure, wall/fence, carport and parking shade structure, gazebo, water feature, etc.). Each illustration shall:
  - ☐ Identify which building elevation is illustrated with direction labeled as north, south, east, west
  - ☐ Be drawn to scale at not smaller than ¼”=1’ (for large projects not smaller than ⅛”=1’ with ¼”=1’ details)
  - ☐ Show and note all building features including but not limited to materials, wall signs, air conditioning equipment, solar equipment, or other equipment mounted on exterior walls or roofs.
  - ☐ Total Height of Building to top of parapet or top of roof ridge
  - ☐ Total Height of Building to any tower elements (towers, spires, cupolas, chimneys, etc)
  - ☐ Height of each building floor for multi-story buildings
  - ☐ Height of building from top of eave to top of roof (for pitch buildings)
  - ☐ Show screening for all roof-mounted equipment
  - ☐ Clearly show proposed grade elevations, height and width dimensions
  - ☐ No landscaping, figures, or other presentation decorations shall be illustrated on the building elevations.
  - ☐ Show shadow lines and necessary details to illustrate changes in building planes, recesses, and projections
- ☐ Accurately scaled perspective illustration of the proposed project as seen from the center of each adjacent street. Landscaping depicted on perspective illustrations shall be representative of the preliminary landscaping plan with five (5) years of growth.

C. Floor Plans

- ☐ Title Block
  - ☐ Name of project
  - ☐ Plan Sheet Identification Number
  - ☐ Scale of Exhibit
  - ☐ Initial date of drawing and any subsequent revisions
  - ☐ Name, address, and phone number of the person preparing the exhibit
  - ☐ California License Stamp

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  - ☐ Exhibit Amendment block, which shall be used to notate any changes to the proposed project during the review process.
- ☐ Graphic scale (not smaller than the ¼"=1')
- ☐ North arrow (typically with North facing the top of the drawing)
- ☐ Dimensions of interior rooms
- ☐ Dimensions of all exterior components
- ☐ Label all rooms. Allocation and use of all interior and exterior space, including areas for waiting, gathering, eating, storage, or display of merchandise
- ☐ Location of all walls, doors, and window openings
- ☐ Reference to any cross-section details

D. Roof Plan

- ☐ Title Block
  - ☐ Name of project
  - ☐ Plan Sheet Identification Number
  - ☐ Scale of Exhibit
  - ☐ Initial date of drawing and any subsequent revisions
  - ☐ Name, address, and phone number of the person preparing the exhibit
  - ☐ California License Stamp
  - ☐ Exhibit Amendment block, which shall be used to notate any changes to the proposed project during the review process.
- ☐ Graphic scale (not smaller than the ¼"=1')
- ☐ North arrow (typically with North facing the top of the drawing)
- ☐ Roof Plan Sheet be prepared by a qualified professional as stipulated by the California Business and Professions Code which shall include the following information:
  - ☐ Indication of roof pitch
  - ☐ Line of exterior walls
  - ☐ Type and color of roofing material
  - ☐ All roof mounted equipment location, height, and type and height of screening material
  - ☐ All skylights and solar panels
  - ☐ Any patio, deck, or other usable areas and associated structures
  - ☐ Indicate height of all tops of parapets and height changes
  - ☐ Location of roof-mounted equipment
  - ☐ Location of ladder for roof access
  - ☐ Dimension of parapet returns
  - ☐ Location of roof drainage
  - ☐ Construction flashing details

7. **PRIMARY REPORTS AND STUDIES**

Public Hearing Notice Mailing Labels
The applicant shall provide the Department of Development Services with three (3) copies of adjacent owners and their addresses for all parcels. Information on information required and applicable radius can be found in Palm Desert Municipal Code Section 25.60.060.

SECTION III – PROCEDURES

1. Schedule a time to discuss the preliminary project plans and zoning with Planning Division staff and 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 completed Precise Plan application, with all required signatures, application fee, an Environmental Assessment Form, radius map and mailing labels, and any other applications (i.e. Design Review, Conditional Use Permit, Tentative Tract Map).

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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 incomplete**.** After the application is deemed complete, the project is circulated to other City departments and local agencies for comments and conditions.

4. City staff will present the project(s) to the Architectural Review Commission (held on the 2nd and 4th Tuesday of each month) after staff's initial 30-day review period when comments have been received from other departments and agencies. The Architectural Review Commission 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 affect the site plan, architecture, and/or if the project does not meet one (1) or more required zoning development standards.

5. After the project receives Design Review approval from the Architectural Review Commission, Planning staff will prepare a staff report and schedule the project for the Planning Commission (held on the 1st and 3rd Tuesday of each month). Planning staff will publish and mail a legal notice to adjacent property owners/tenants 10 to 21 days before the meeting and advertise the public hearing . There is a 15-day appeal period 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, City staff will schedule a public hearing with the City Council (held on the 2nd and 4th Thursday of each month). Staff will prepare a staff report, and publish and mail a legal notice to adjacent property owners/tenants 10-21 days before the meeting. This process is approximately two to four (2-4) weeks after the Planning Commission decision and approximately eight (8) to 12 weeks after the project has been submitted.

7. After the Building and Safety Department reviews the final working drawings, staff presents the construction plans to the designated Architectural Review Commission Subcommittee to confirm substantial conformance with the originally approved design.

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