



# CITY OF PALM SPRINGS

Department of Planning Services  
3200 E. Tahquitz Canyon Way, Palm Springs, CA 92262  
Tel 760-323-8245 – FAX 760-322-8360

*For Staff Use Only*

Case Number: \_\_\_\_\_

In-Take Planner: \_\_\_\_\_

Date: \_\_\_\_\_

## MAJOR ARCHITECTURAL PLANNING / ZONING GENERAL INFORMATION FORM

### PLANNING ENTITLEMENTS REQUESTED:

Administrative Minor Modification  
HSPB Action  
Parcel Map / Tract Map  
Variance

Change of Zone  
Major Architectural  
Planned Development District

Conditional Use Permit  
Minor Architectural  
Single-Family Architectural

*TO THE APPLICANT:* Please fill out information requested below and attach the appropriate supplemental application.

### Project Site Information:

Project Address: \_\_\_\_\_ APN: \_\_\_\_\_ \

Project Name: (Name of Condo or HOA) \_\_\_\_\_

Zone: \_\_\_\_\_ GP: \_\_\_\_\_ Section/Township/Range: \_\_\_\_/\_\_\_\_/\_\_\_\_

Description of Project:

### Property Owner Information:

Property Owner's Name: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Property Owner's Phone #: \_\_\_\_\_ FAX: \_\_\_\_\_

Property Owner's Email: \_\_\_\_\_

### Project Manager, Contractor, Owner's Representative:

Company / Agent's Name: \_\_\_\_\_

Agent's Signature: \_\_\_\_\_

Agent's Mailing Address: \_\_\_\_\_

Agent's Owner's Phone #: \_\_\_\_\_ FAX: \_\_\_\_\_

Agent's Owner's Email: \_\_\_\_\_



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## PLANNING DEPARTMENT APPLICATION MAJOR ARCHITECTURAL

*TO THE APPLICANT:* Fill out a General Information Cover Form first and attach this supplemental information sheet.

Is the proposed project:

- |  |                        |                                 |
|--|------------------------|---------------------------------|
| Conservation Area (MSHCP)  | Abut State Highway 111 | Downtown Parking Combining Zone |
| Historic Designation / District  | Specific Plan          | Resort Combining Zone           |
| Water Course / Floodplain  | Hillside Lot           | Noise Impact Zone               |
| On the Agua Caliente Band of Cahuilla Indian Reservation Land            |                        |                                 |
| Fall within the Riverside County Airport Land Use Commission Review Area |                        |                                 |

### General Information:

Common Name of Project: \_\_\_\_\_

When did present owner acquire the property: \_\_\_\_\_

Relationship to larger project: \_\_\_\_\_

Existing Use of project site: \_\_\_\_\_

### Residential Projects:

Proposed building square footage: \_\_\_\_\_ Net Lot Area: \_\_\_\_\_

Number of dwelling units: \_\_\_\_\_ Number of stories: \_\_\_\_\_ Height: \_\_\_\_\_ ft.

Largest single building: (sq. ft.) \_\_\_\_\_ Number of stories: \_\_\_\_\_ Height: \_\_\_\_\_ ft.

Describe recreational facilities: \_\_\_\_\_

Parking spaces required: \_\_\_\_\_ Number provided: \_\_\_\_\_  
(Per PSZC 93.06)

### Commercial Projects:

Proposed building square footage: \_\_\_\_\_ Net Lot Area: \_\_\_\_\_

Type of uses and major functions: \_\_\_\_\_

Square footage of building area devoted to each proposed use: \_\_\_\_\_

Number of stories: \_\_\_\_\_ Height: \_\_\_\_\_ ft.

Largest single building: (sq. ft.) \_\_\_\_\_ Number of stories: \_\_\_\_\_ Height: \_\_\_\_\_ ft.

Parking spaces required: \_\_\_\_\_ Number provided: \_\_\_\_\_  
(Per PSZC 93.06)

Hours of operation: \_\_\_\_\_

Maximum number of clients, patrons, shoppers at one time: \_\_\_\_\_

Maximum number of employees at one time: \_\_\_\_\_

Area and percent of total project devoted to:

Building	_____ sq. ft.	_____ %
Paving including streets or drives:	_____ sq. ft.	_____ %
Landscaping, Open, Recreation:	_____ sq. ft.	_____ %
<b>TOTAL PROJECT AREA</b>	_____ sq. ft.	_____ %

**CITY OF PALM SPRINGS  
PLANNING DEPARTMENT APPLICATION  
MAJOR ARCHITECTURAL**

**APPLICANT'S REQUIRED MATERIAL CHECKLIST**

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The following items must be submitted before a Major Architectural application will be accepted. Please check off each item to assure completeness.

**Application Information:**

Applicant    City Use  
Only            Only

- General Information Form + Major Architectural Form
- Justification Letter
- Written statement listing all officers of a Corporation/Partnership/LLC.

**Site Information:**

- Site Plan: 24" x 36" (3 copies folded, 1 color rolled)
- Site Plan: reduced copies to 11" x 17" (13 color copies)
- Landscape Plan: 24" x 36" (3 copies folded, 1 color rolled)
- Landscape legend with plant types, sizes, and quantities
- Parking lot shading exhibit (93.06.00(C)(3)(a))
- Grading Plan – Hillside Required (3 copies folded)
- Site cross-section – Hillside show adjacent pad heights FF elev. (3 copies folded)
- Site photographs: 8 ½" x 11"
- Topographic Map – Hillside Required (3 copies folded)    On Site Plan
- Drainage Plan (3 copies folded)                                    On Site Plan
- Exterior Lighting Plan (3 copies folded)                      On Site Plan  
(Photometric Plan)

**Architectural Information:**

- Building Elevations: 24" x 36" (3 copies folded, 1 color rolled)
- Building Elevations: reduced copies to 11" x 17" (13 copies)
- Floor Plan: 24" x 36" (3 copies folded)
- Roof Plan: 24" x 36" (3 copies folded)
- Color and material sample board
- Perspective or 3-D images (1 color rolled; 13 - 11 x 17 color)
- Electronic copy of plans and color exhibits in PDF image format (max 5 MB)

**Studies and Reports (when applicable):**

- CEQA documentation
- Hydrology Study
- Proof of ownership (Title Report)
- Traffic Study

**The following information is required for the City to process your application properly:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Web Site: \_\_\_\_\_

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**OFFICERS**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

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**ARCHITECT**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

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**ENGINEER**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

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**LANDSCAPE ARCHITECT**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )

County of \_\_\_\_\_ )

On \_\_\_\_\_ before me, \_\_\_\_\_,  
Date Here Insert Name and Title of the Officer

personally appeared \_\_\_\_\_  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_  
Signature of Notary Public

Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: \_\_\_\_\_ Document Date: \_\_\_\_\_

Number of Pages: \_\_\_\_\_ Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_

Corporate Officer — Title(s): \_\_\_\_\_

Partner —  Limited  General

Individual  Attorney in Fact

Trustee  Guardian or Conservator

Other: \_\_\_\_\_

Signer Is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_

Corporate Officer — Title(s): \_\_\_\_\_

Partner —  Limited  General

Individual  Attorney in Fact

Trustee  Guardian or Conservator

Other: \_\_\_\_\_

Signer Is Representing: \_\_\_\_\_



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### JUSTIFICATION LETTER

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A Justification Letter explaining your application will be included in the materials reviewed by the Planning Commission; multiple related applications may be addressed in a single comprehensive letter. This letter may be prepared by the applicant or a representative. The following format is provided to assist you in the preparation of this letter.

#### **Project Description:**

Please provide a detailed description of the project. Include items such as intended use of the property; possible environmental impacts; and architectural changes.

#### **Information:**

Please provide the following information and any other that will assist the Planning Commission in making their decision:

- Number of employees / residents
- Hours of operation
- Any existing similar uses owned or operated by the applicant and their location
- Any required state licenses specific to the use requested

#### **Findings:**

Please describe in detail how the project meets/supports existing City regulations for ALL of the findings of approval of each application type per the Palm Springs Zoning Ordinance.

The Justification Letter must have original signature of named owner, applicant or representative identified as such.

Note: Palm Springs Zoning Code (PSZC) Finding Sections as follows:

- Administrative Minor Modification: 94.07.00(B)(2)
- Change of Zone: 94.07.00(A)
- Conditional Use Permit: 94.02.00(B)(6)
- Minor / Major Architectural: 94.04.00(D)
- Planned Development District: 94.02.00(B)(6)
- Variance: 94.06.00(B)

PSZC can be found on the Planning Services web page at [www.palmspringsca.gov](http://www.palmspringsca.gov)



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### **NEIGHBORHOOD OUTREACH**

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#### **A neighborhood meeting is suggested for this application.**

The Department of Planning Services suggests that project applicants notify in writing surrounding owners and neighborhood organizations located in or near a project to solicit input in the beginning stage of the design and development process.

A neighborhood outreach meeting must take place before a public hearing is scheduled before the Planning Commission.

Written notice should include all property owners and lessees within 500 feet of the subject property. The notice should be mailed at least 10-days prior to the neighborhood meeting and include the following:

- Project case number
- Project address
- Applicant's business name and contact information
- Description of project
- Lot area
- Project boundaries map

Proof of mailing must be provided to the Department of Planning Services.

Applicant may notify officially recognized Neighborhood Organizations through the City Office of Neighborhoods. Outreach assistance with meetings, mailing lists, and meeting rooms are available from the ON Manager – Denise Goolsby. Please contact her at [Denise.Goolsby@palmspringsca.gov](mailto:Denise.Goolsby@palmspringsca.gov) (760) 323-8255.