



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: _____

PARCEL OR TENTATIVE TRACT MAP PLANNING / ZONING GENERAL INFORMATION FORM

PLANNING ENTITLEMENTS REQUESTED:

Administrative Minor Modification

Change of Zone

Conditional Use Permit

HSPB Action

Major Architectural

Minor Architectural

Parcel Map / Tract Map

Planned Development District

Single-Family Architectural

Variance

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: _____ General Plan: _____ 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 PARCEL OR TENTATIVE TRACT MAP

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.	_____ %
TOTAL PROJECT AREA	_____ sq. ft.	_____ %

**CITY OF PALM SPRINGS
PLANNING DEPARTMENT APPLICATION
PARCEL OR TENTATIVE TRACT MAP**

APPLICANT'S REQUIRED MATERIAL CHECKLIST

The following items must be submitted before a Parcel or Tentative Tract Map application will be accepted. Please check off each item to assure completeness.

Application Information:

Applicant City Use
Only Only

- General Information Form + Parcel or Tentative Tract Map Form
(3 copies with notarized signature)
- Justification Letter
- Title Report
- Public Hearing Labels
- Project sponsorship labels

Tentative Map:

- Full size (20 copies) folded no larger than 9" x 12". If the project fronts on State Highway 111, two (2) additional copies are required for CalTrans review.
- Tract or Parcel number. This number shall be obtained from the Riverside County Road Department.
- Complete legal description
- Date, north arrow, scale, gross new site area (acreage and square footage), project phasing, and zoning
- Location map indicating the location of the proposed land division in relation to the surrounding area
- Name, address, and phone number of the record owners, lessee, subdivider, and the registered civil engineer or licensed surveyor (and the registration number) under whose direction the map was prepared
- The existing topography of the land proposed to be subdivided using Minimum contour intervals of:
 - 2' on terrain 0-2%
 - 4' on terrain 3-9%
 - 10' on terrain 10% plus
- Tentative grading and drainage plan

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

Company Name: _____

Address: _____

Phone #: _____ Web Site: _____

OFFICERS

Name: _____ Title: _____

Address: _____

Phone #: _____ Email: _____

Name: _____ Title: _____

Address: _____

Phone #: _____ Email: _____

Name: _____ Title: _____

Address: _____

Phone #: _____ Email: _____

ARCHITECT

Name: _____ Title: _____

Address: _____

Phone #: _____ Email: _____

ENGINEER

Name: _____ Title: _____

Address: _____

Phone #: _____ Email: _____

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: _____



California All-Purpose Acknowledgment

The so-called “all-purpose” acknowledgment wording, as prescribed in California Civil Code Section 1189(a), is mandatory for all acknowledgments taken in the state, whether the acknowledger is signing as an individual or a representative (partner, corporate officer, attorney in fact, trustee, etc.).

Law permits California Notaries to use an out-of-state acknowledgment form on a document that will be filed in that other state or U.S. jurisdiction, but only if “the form does not require the Notary to determine or certify that the signer holds a particular representative capacity or to make other determinations and certifications not allowed by California

law” (Civil Code Section 1189(c)).

Still, however, any acknowledged document notarized and filed or recorded in California must bear only an all-purpose certificate.

State law requires the “all-purpose” certificate wording to be used exactly as it appears in statute.

The optional section at the bottom can deter alteration of the document or fraudulent reattachment of this form to an unintended document. The insertions in this section are not required by law. Failure to fill out this section will not affect the validity of the certificate.

Instructions:

- 1 NAME OF COUNTY** where Notary performs notarization.
- 2 DATE OF NOTARIZATION.** Actual month, day and year on which signer(s) appear(s) before Notary.
- 3 NAME & TITLE OF NOTARIZING OFFICER.** In the case of a Notary, “Notary Public” would be the title.
- 4 NAME(S) OF SIGNER(S)** appearing before Notary. Initials and spelling of names should agree with name(s) signed on document and ID card.
- 5 NUMBER AND GENDER OF SIGNER(S).** Cross out letters and words that do not apply — person(s), name(s), is/are, he/she/they, his/her/their, capacity(ies), signature(s) — or circle words that apply, to agree with number and gender of signer(s) in space 4.
- 6 SIGNATURE OF NOTARY** exactly as name appears on commissioning papers, in space 3 and in seal.
- 7 NOTARY SEAL IMPRINT,** clearly and legibly affixed.

SPACES 8–15 ARE OPTIONAL.

Omission of information here will not affect the document’s validity. However, completing these spaces can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

- 8 TITLE OR TYPE OF DOCUMENT** notarized, such as “Grant Deed.”
- 9 DATE OF DOCUMENT** notarized. Most but not all documents will have a date, usually at the top or following the signature. If none, insert “No Date.”
- 10 NUMBER OF PAGES** in the notarized document. This may point out fraudulent addition or removal of pages. Do not count the certificate as a page. However, the certificate will be regarded as a page by recording officials in assessing recording fees.

- 11 SIGNER(S) OTHER THAN NAMED IN SPACE 4.** Since all signers might not be named on the same notarial certificate, insert name(s) of signer(s) here that appear(s) or will appear on other certificates — as many as space allows. If there are a large number of signers, a notation such as “Mary Smith and 28 other signers” will suffice. If none, insert “no other signers.”
- 12 NAME(S) OF SIGNER(S)** from space 4 whose capacity and represented entity follow.
- 13 CAPACITY CLAIMED BY SIGNER.** Check appropriate box to indicate whether signer is signing as individual (on his or her own behalf), or as corporate officer (indicate corporate title), partner (indicate whether “limited” or “general” partner), attorney in fact, trustee, guardian/conservator, or in another capacity.
- 14 DESCRIPTION OF OTHER CAPACITY(IES).** A single capacity, such as “executor,” may be indicated here; or a multiple capacity, such as “corporate officer signing for partnership in which corporation is partner.”
- 15 NAME OF PERSON OR LEGAL ENTITY** that signer is representing. It could, for example, be the name of an absent person represented by attorney in fact. It could be the name of a condominium association, such as “Blue Lagoon Condo Assn.” Or it could be multiple entities, such as “XYZ Corp., partner in Mutual Enterprises, a partnership.”

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 Los Angeles)

On July 19, 2012 before me, Pat R. Jones, Notary Public
Date Here Insert Name and Title of this Officer
personally appeared Michael T. Smith
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 Pat R. Jones
Signature of Notary Public

7 
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: Grant Deed Document Date: July 19, 2012

Number of Pages: One Signer(s) Other Than Named Above: No other signers

Capacity(ies) Claimed by Signer(s)

Signer's Name: Michael T. Smith Signer's Name: _____

Corporate Officer — Title(s): _____ Corporate Officer — Title(s): _____

Partner — Limited General Partner — Limited General

Individual Attorney in Fact Individual Attorney in Fact

Trustee Guardian or Conservator Trustee Guardian or Conservator

Other: _____ Other: _____

Signer is Representing: _____ Signer is Representing: _____

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JUSTIFICATION LETTER

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



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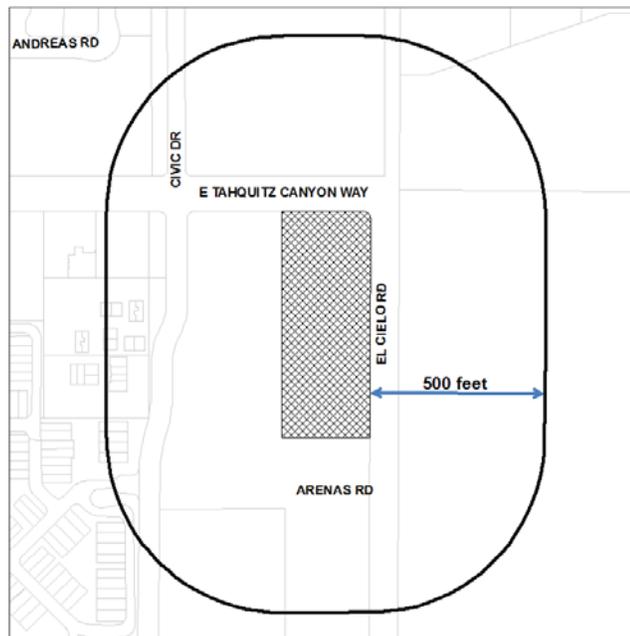
PUBLIC HEARING NOTICE REQUIREMENTS

This project requires a public hearing.

The applicant is required to obtain the following information from a certified title company. Incorrect or insufficient information may delay the development proposal.

1. Three (3) sets of typed, self-adhesive labels including assessor's parcel number and mailing addresses for properties within a 500-foot radius of the subject property and one copy of the list on plain white paper.
2. All mailing addresses of owners within a condominium project must be included in the three (3) sets of labels if any portion of the complex is affected by the 500-foot radius.
3. A list of parcels owned by Tribal Indian members owners if applicable. Contact the Bureau of Indian Affairs for information.
4. Labels for the project owner, engineer, architect, etc.
5. Assessor's parcel maps showing the 500-foot radius drawn neatly and accurately with the subject property identified.
6. A certified letter from the title company verifying property owner accuracy.

Example of required map:



Note: Palm Springs Zoning Code Public Hearing notice:

Conditional Use Permit – 94.02.00(B)(5)
Planned Development District - 94.02.00(B)(5)
Variance - 94.02.00(B)(5)
Change of Zone - 94.07.00(B)(4)



CITY OF PALM SPRINGS

DEPARTMENT OF PLANNING SERVICES

DEVELOPER NEIGHBORHOOD PROCEDURES

The City of Palm Springs strongly recommends that project applicants meet with surrounding property owners and Neighborhood Organizations located in or near the project to solicit input in the beginning stage of the design and development process.

Some of the benefits that can result from early consultation with the neighbors:

- Neighborhood feedback can strengthen projects and add value to final results.
- Neighborhood feedback may prevent problems at a later stage in the development process, often avoiding expensive delays.
- The Planning Commission and the City Council prefer to know that development applicants have contacted Neighborhood Organizations and sought their input.

APPLICANT'S STEPS TO TAKE FOR ANY NEIGHBORHOOD MEETING:

SETTING UP

- Meeting should be held at least 7 days prior to the Architectural Advisory Committee or Planning Commission meeting (whichever comes first).
- Determine a place and time for your meeting, within the following guidelines:
 - Time: Start between 5:30 p.m. – 6:30 p.m.
 - Days: Monday, Tuesday, or Thursday only.
 - Place: Use a commercial or public location (not a private residence), as close as possible to the project location, and located within the city.
- Prepare notice with contents:
 - a. Thorough description of proposed project. Include "From . . . To . . .," street address and / or Assessor Parcel Number.
 - b. Date of meeting.
 - c. Time of meeting: Provide a start time, but do not list an end time.

- d. Place of meeting: Include room number / name and directions.
 - e. Contact name and phone number for night of meeting for directions / questions (contact number must be available up to and during the time of the meeting).
 - f. Tentative date of Architectural Advisory Committee or Planning Commission meeting.
- Fax or E-notice meeting information to the Department of Planning Services 760-322-8360. City staff will assess for suitability of time and location. Approval or corrections to notice will be faxed back within 1-2 working days.

MAILING

- Approved notices are to be mailed to all property owners and Lessees and Sub-Lessees (as recorded with the Riverside County Assessor's office) within five hundred (500') of subject property and electronically mailed to City of Palm Springs registered Neighborhood Organizations within one half mile of subject property.
- Notices should be postmarked at least 10 days prior to the neighborhood meeting date.

MEETING

- Applicant and/or representative(s) to conduct the meeting, answer questions and open and close the facility. City staff will attend, but only to monitor.
- Applicant to have someone available to answer the phone number given at least one half (1/2) hour before and after the start time regardless of attendance.
- Applicant to remain on-site at least one half (1/2) hour after the start time regardless of attendance.

STAFFING

- City staff will attend the meeting to observe only. They will be available to answer technical questions as necessary

FILING

- Applicant to complete the Neighborhood Meeting Affidavit indicating time and date of meeting and attach the mailing list used along with a copy of the notice.
- Deliver affidavit and mailing list to the Department of Planning Services, at least seventy-two (72) hours prior to the Architectural Advisory Committee or Planning Commission meeting (whichever comes first).