



# 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: \_\_\_\_\_

## CONDITIONAL USE PERMIT 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: \_\_\_\_\_



# CITY OF PALM SPRINGS

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Tel 760-323-8245 – FAX 760-322-8360

## PLANNING DEPARTMENT APPLICATION CONDITIONAL USE PERMIT

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 CONDITIONAL USE PERMIT

## APPLICANT'S REQUIRED MATERIAL CHECKLIST

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

	<u>Applicant Only</u>	<u>City Use Only</u>
<b>Application Information:</b>		
<ul style="list-style-type: none"><li>• General Information Form + Conditional Use Permit Form</li><li>• Justification Letter</li><li>• Written statement listing all officers of a Corporation/Partnership/LLC.</li><li>• Public Hearing Labels (3 sets)</li></ul>		
<b>Site Information:</b>		
<ul style="list-style-type: none"><li>• Site Plan: 24" x 36" (4 copies folded, 1 color rolled)</li><li>• Site Plan: reduced copies to 11" x 17" (13 copies)</li><li>• Landscape Plan: 24" x 36" (4 copies folded, 1 color rolled)</li><li>• Landscape legend with plant types, sizes, and quantities</li><li>• Parking lot shading exhibit (93.06.00(C)(3)(a))</li><li>• Grading Plan (4copies folded)</li><li>• Site cross-section (3 copies folded)</li><li>• Site photographs: 8 ½" x 11"</li><li>• Topographic Map (4 copies folded)</li><li>• Drainage Plan (4 copies folded)</li><li>• Exterior Lighting Plan (4 copies folded) (Photometric Plan)</li></ul>		<p>On Site Plan</p> <p>On Site Plan</p> <p>On Site Plan</p>
<b>Architectural Information:</b>		
<ul style="list-style-type: none"><li>• Building Elevations: 24" x 36" (4 copies folded, 1 color rolled)</li><li>• Building Elevations: reduced copies to 11" x 17" (13 copies)</li><li>• Floor Plan: 24" x 36" (4copies folded)</li><li>• Roof Plan: 24" x 36" (4copies folded)</li><li>• Color and material sample board</li><li>• Perspective or 3-D images (1 color rolled)</li><li>• Electronic copy of plans and color exhibits in PDF image format (max 5 MB)</li></ul>		
<b>Studies and Reports (when applicable):</b>		
<ul style="list-style-type: none"><li>• CEQA documentation</li><li>• Hydrology Study</li><li>• Proof of ownership (Title Report)</li><li>• Traffic Study</li></ul>		

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

---

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



# 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~~ basic 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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**NATIONAL NOTARY ASSOCIATION**  
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www.NationalNotary.org



## CITY OF PALM SPRINGS

Department of Planning Services

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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)



## CITY OF PALM SPRINGS

Department of Planning Services  
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### PUBLIC HEARING NOTICE REQUIREMENTS

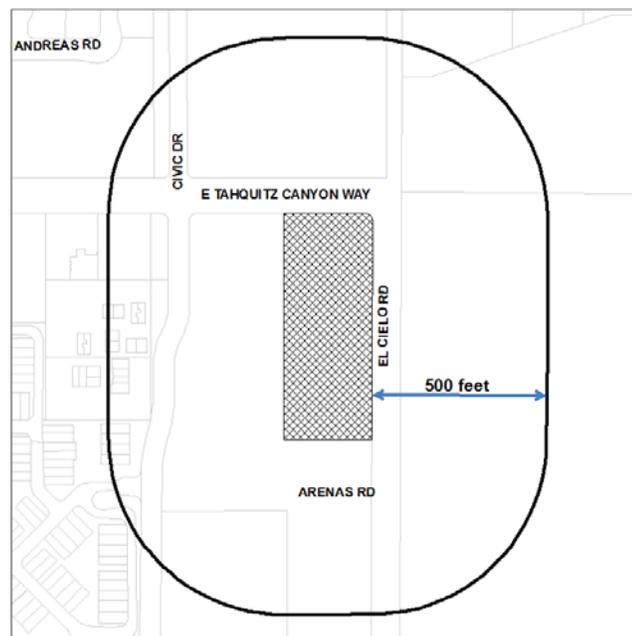
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#### **This project requires a public hearing.**

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)



## ON SITE POSTING OF PENDING PROJECT

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### Objective

The purpose of the City of Palm Springs' **On-site Posting** requirement is to advise neighbors about pending development applications, so that they can become informed about the project and participate in the development process, if they so choose.

### Applicant Responsibility

Project applicant is responsible for placing, maintaining and removing a "Project Under Consideration" sign in a clearly visible location on each frontage of the property pursuant to code.

### Applicable Projects

The following projects are required to provide on-site posting:

- General Plan Amendments
- Zoning Map Amendments
- Planned Development Permits
- Conditional Use Permits (New Construction)

### Sign Posting Criteria

Sign Criteria:

- Sign face shall be  $\frac{3}{4}$  or 1-inch exterior grade plywood board.
- Posts shall be 4 x 4 wood (or similar) securely sunk into the ground.
- The signs shall be entirely white, except for sign copy described below.
- Sign and copy sizes are based on project area, as follows:

<i>Sign Size</i>	<i>Major Letter Size</i>	<i>Minor Letter Size</i>
36" H x 48" W	3"	2"

### Sign Placement Criteria

Sign Placement Criteria

- Free-standing signs shall have the lower edge no less than 6 feet and no more than 7 feet above grade.
- The sign must be placed no more than 5 feet from the property line or sidewalk.

### Number of Signs.

- One notification sign is required for projects of 5 acres or less.
- Projects over 5 acres must have a sign on each street frontage.
- The Director may determine that additional signs shall be posted.

## On-site Posting of Pending Project – Page 2

### **Sign Copy Criteria**

- The sign copy must be black Helvetica Bold letters on a white background.
- Major letters shall state: “Project Under Consideration” at least 4” in height.
- Minor letters shall specify:
  - Project case number and type (PDD, rezoning, variance, etc.)
  - The property address, if one has been assigned
  - The applicant’s name and contact phone number
  - A description of the proposal (e.g. office, residential, etc.),
  - The proposed traffic access and building height,
  - The lot area (number of acres or square feet)
  - The project site zoning
  - The City’s Department of Planning Service phone number
  - The City seal at least 4” in height.

### **Timing**

- The required number of signs shall be posted on the property at least 30 days prior to the first public meeting of a duly appointed City Commission or Committee.
- Following final action (and appeal period, if any) on the project, all on-site meeting notification signs shall be removed within 14 days unless authorized by the City for other legal posting, such as PM-10 dust control.
- Required signs shall remain visible and legible during the entire time of posting. The applicant is responsible for ensuring compliance with this paragraph.

### **Verification of Posting**

- The project applicant must submit to the city verification of on-site posting. Verification shall be provided by a photograph of the on-site sign, and a signed affidavit stating that the sign has been placed on the subject property on a date specific in conformity with these provisions.
- The project applicant shall be responsible to ensure the sign remains visible on-site throughout the period before the hearing and the appeal period.

### **Illegal Removal of Signage**

- It is unlawful to intentionally or knowingly remove a notification sign that has been posted in accordance with this subsection or to conceal the sign message.

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For more information, contact our Department of Planning Services at 760-323-8245.

September 2013



**CITY OF PALM SPRINGS**  
**DEPARTMENT OF PLANNING SERVICES**

**SIGN POSTING AFFIDAVIT**

**CASE NUMBER:** \_\_\_\_\_

**POSTING DATE:** \_\_\_\_\_

\_\_\_\_\_ does hereby certify that a notice as required by the Zoning Code, was visibly posted for a period of not less than thirty (30) calendar days prior to the first scheduled meeting or hearing.



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This affidavit must be returned to the Department of Planning Services, during regular business hours thirty (30) business days prior to the subject application being heard by the Architectural Advisory Committee, Planning Commission or City Council.



# 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).