



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: _____

MINOR ARCHITECTURAL APPLICATION (MAA)

TO THE APPLICANT: Please fill out the information requested below. Attach any signed authorization letters, drawings, color & material boards, photographs, cut sheets and/or any other materials necessary to describe the proposed project.

PROJECT SITE INFORMATION:

Project Address: _____ APN: _____
(Number and Street Name) (9-digit Assessor Parcel Number: 000-000-000)

Project Name: (Name of Condo or HOA) _____

Zone: _____ General Plan: _____ Section/Township/Range: ____/____/____ Lot Area: _____

Description of Project:

Sq. Footage – Existing Buildings: _____; Sq. Footage – Proposed New (If any): _____;

Property Owner Information:

Property Owner's Name: _____

Property Owner's Signature: _____

Property Owner's Mailing Address: _____

(Number and Street Name or P.O. Box)

(City)

(State)

(Zip)

Property Owner's Phone #: _____ FAX: _____

Property Owner's Email: _____

Project Manager, Contractor, Owner's Representative:

Company / Agent's Name: _____

(Please Print) I AM THE: OWNER'S AUTHORIZED AGENT (Example : CONTRACTOR) LESSEE (TENANT)

Agent's Signature: _____

(Please Print Name and Sign)

Agent's Mailing Address: _____

(Number and Street Name or P.O. Box)

(City)

(State)

(Zip)

Agent's Owner's Phone #: _____ FAX: _____

Agent's Owner's Email: _____

REQUIRED MATERIALS TO BE SUBMITTED FOR A MINOR ARCHITECTURAL APPLICATION:

The following materials are necessary for your application to be evaluated. Unless otherwise indicated, do not mount these exhibits on a board. All required diagrams must be neatly drawn and dimensioned including a north arrow and the project address. Use this list to assemble your application materials.

INCOMPLETE SUBMITTALS MAY DELAY PROCESSING OF YOUR APPLICATION.

Applicant Use:
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Staff Use:
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Complete the Minor Architectural Application Form: (attached to this instruction packet)

Authorization Letter or Contract signed by Homeowners Association or Owner (If project is within a condo or HOA, or if application is being completed by owners' agent.)

A Detailed Site Plan and Floor Plans: These exhibits must be submitted for additions, and the project's street address. Site plans are usually submitted at 24" x 36", to a landscaping, walls, pools, and mechanical equipment. (Please consult with a planner.) The site plan should include the following information:

- All property boundaries and distance to centerline of abutting street (obtain from Public Works Department)
- All walls, sidewalks, driveways, gates, parking areas, landscaping, etc.
- (Differentiate existing from new work by differing line weights or by notation).

Elevations: Elevation drawing (showing front, back and sides) should be included for any project involving changes to the exterior of a structure, and to show proposed walls, fences, gates and/or mechanical screening. Include notes to describe colors, materials, dimensions (including height) and any other relevant information.

Color and Material Exhibits: Provide swatches of actual paint colors proposed and cut sheets or small samples of materials where appropriate. Photographs of existing materials that will be matched is encouraged. Where a full color/material board is required, the board should be no larger than 8-1/2" x 11".

Existing Site Photographs: One (1) set of photographs showing existing conditions at the proposed project and adjacent surroundings, structures, landscaping, walls, etc.

Payment of Application Fees.

TIME LIMIT FOR DEVELOPMENT: Planning approvals given on Minor Architectural Applications (MAA's) are valid for two (2) years from the Effective Date that the approval is made (see definition of Effective Date below). After Planning approvals are granted, applicants must apply for building permits through the City Department of Building and Safety. If building permits are not pulled or the construction initiated within two (2) years of the Effective Approval Date, the planning approval expires.

EFFECTIVE DATE: A Minor Architectural Application approval becomes "effective" after an elapsed period of fifteen (15) days from the date of the decision by the Planning Staff, Planning Commission or City Council. Any project for which a building permit application is made or a building permit is issued prior to the Effective Date of the Planning approval, are deemed to be made "at the risk" of the applicant such that an appeal could modify or overrule the subject approval.