



Development Services Department • 69-825 Highway 111 • Rancho Mirage, CA 92270

Phone: 760-328-2266 • Fax: 760-324-9851

PRELIMINARY DEVELOPMENT PLAN APPLICATION

OFFICE USE ONLY

CASE NUMBER: **PDP** _____ RELATED CASE NUMBER: _____
FILINIG FEE: \$ _____ RECEIPT NUMBER: _____ CHECK NUMBER: _____
DATED SUBMITTED: _____ SUBMITTED TO: _____

APPLICANT:

_____ Phone: _____
Mailing Address: _____ Fax: _____
Email Address: _____
City: _____ State: _____ Zip: _____ Email: _____

LEGAL OWNER:

_____ Phone: _____
Mailing Address: _____ Fax: _____
Email Address: _____
City: _____ State: _____ Zip: _____ Email: _____

REPRESENTATIVE/CONTACT PERSON:

_____ Phone: _____
Mailing Address: _____ Fax: _____
Email Address: _____
City: _____ State: _____ Zip: _____ Email: _____

Please send correspondence to (check one) Applicant Property Owner Representative/Contact

Project Address: _____ Name of Project: _____
Existing General Plan/Zoning: _____ Existing Land Use _____
Assessor's Parcel Number(s) _____ Acres/Sq.Ft. _____
(Photo essays are encouraged to be submitted)

Project Summary: _____
(REQUIRED)

**Any false or misleading information shall be grounds for denial
If Not Legal Owner, Notarized Authorization From Owner of Record Must Be Attached.**

Wet Ink Signature _____ Print Name _____ Date _____

I. PRELIMINARY DEVELOPMENT PLAN CHECKLIST

PHASE I. INITIAL SUBMITTAL AND COMPLETENESS CHECK

PART A- CONTENT COMPLETENESS CHECK

The Initial Application Submittal is a 30-day completeness review period whereby staff reviews the contents of an application to determine there is sufficient information for processing an applicant's request.

Plans for submittal of a complete application shall include, but not be limited to the following:

- ___ 1. Applicable fees and completed application.
- ___ 2. Detailed project dissertation, ie. sq ft., lot size, # employees, # parking spaces, etc.
- ___ 3. FIVE (5) fully dimensioned Preliminary Site Plans, drawn to scale, folded to 8 ½" x 11", showing square footage and acreage of parcel(s), north arrow, scale, setbacks, existing and proposed structure, parking, width of paving, trash storage, loading and maintenance areas, and adjacent streets.
- ___ 4. ONE (1) set fully-dimensioned Floor Plans drawn to scale, showing proposed square footage of covered area.
- ___ 5. ONE (1) set fully dimensioned elevations drawn to scale.
- ___ 6. ONE (1) set fully dimensioned roof plans drawn to scale, including demonstration of screening of mechanical equipment.
- ___ 7. ONE (1) set fully dimensioned site Cross-Sections drawn to scale (2 minimum).
- ___ 8. Circulation Plans (if applicable).
- ___ 9. Photo simulations from several vantage points.
- ___ 10. Photometric Study (if applicable).
- ___ 11. FIVE (5) fully dimensioned Conceptual Grading Plans drawn to scale.
- ___ 12. ONE (1) set Preliminary Landscape Plans (not conceptual) showing all plant species, sizes, quantities and locations, lighting locations, light stand detail and mechanical equipment. All sheets shall contain a licensed architect's title block. As an alternative, a licensed architect's stamp and signature on each sheet will be accepted.
- ___ 13. ONE (1) colored set of site plan, floor plans, elevations, roof plans & preliminary landscape plans. All sheets shall contain a licensed architect's title block. As an alternative, a licensed landscape architect's stamp and signature on each sheet will be accepted.
- ___ 14. ONE colored rendering (approximately 18" x 24" or as required by Planning Division).
- ___ 15. ONE 3" x 3" vicinity map suitable for publication
- ___ 16. Three (3) sets of mailing labels for property owners within a 500-foot radius of the project. If the required 500-foot radius mailing list results in less than twenty-five properties, the mailing radius shall be increased to one thousand feet (1,000). The labels need to include the assessor parcel number. Said labels shall be prepared and certified by a Title Insurance Company, Civil Engineer or surveyor. The applicant is responsible for the accuracy of the 500 or 1000-foot radius and address certification. An error may result in denial or continuance of the project by reviewing authority. The list shall be prepared on 8½" x 11" sheets of self-adhesive labels. The labels shall be accompanied by a map showing every property within a 500-foot radius of the subject property.
- ___ 17. A complete professional appearance materials board, including but not limited to: paint sample, roof material sample, window and door material samples, and masonry sample.

- 18. If any proposed building exceeds twenty (20) feet in height or is more than one (1) story, a sight line study, and demonstration of compliance with standards in the Rancho Mirage Municipal Code Section 17.20.100(A) & (C) is required.
- 19. A CD in low resolution jpeg format containing all Exhibits. Each jpeg file shall not be larger than 2,000k. Please title each page.
- 20. At least TWO (2) cross-sections of the site and proposed development with information necessary for an evaluation pursuant to code Section 17.20.100 (D) (May use sections identified in #7 above).
- 21. FIVE (5) 11” x 17” Exhibit Booklets organized in the following order:
 - a. Cover page with Case Number(s) clearly indicated. A photo or rendering of the project may be placed on the cover.
 - b. Index referencing page numbers in document. Please be sure that all pages in the Exhibit Booklet have page numbers in sequential order.
 - c. Aerial photograph of site indicating extent of project area.
 - d. Color site plan.
 - e. Black & white conceptual grading plan.
 - f. Color floor plan.
 - g. Color building elevations.
 - h. Colored landscape plan with required details
 - i. Roof plan.
 - j. Cross-sections of building/site.
 - k. Color renderings from several vantage points.
 - l. Photograph of sample color and material board
- 22. Environmental Information form completed by applicant.
- 23. TWO (2) copies of each Technical Studies and Documentation:
 - m. Preliminary WQMP report
 - n. Preliminary soils report
 - o. Preliminary hydrology calculations and report
- 24. Any other requirements deemed necessary by staff.

WITHIN 30 DAYS, the project applicant will receive a (completeness) letter stating that the project information has been determined sufficient for processing, or an (incompleteness) letter requesting corrections, clarification and/or additional information, which will provide the information necessary for staff, the Architectural Review Board, Planning Commission and City Council to understand the application. Once deemed complete, an additional 30 booklets shall be required for processing.