



City of Palm Desert / Department of Community Development ARCHITECTURAL REVIEW APPLICATION

73-510 Fred Waring Drive • Palm Desert • California • 92260 • (760) 346-0611 • Fax (760) 776-6417

Applicant:

_____ Telephone: _____

Mailing Address: _____ Fax number: _____

City: _____ State: _____ Zip: _____ Email: _____

Property Owner:

_____ Telephone: _____

Mailing Address: _____ Fax number: _____

City: _____ State: _____ Zip: _____ Email: _____

Representative:

_____ Telephone: _____

Mailing Address: _____ Fax number: _____

City: _____ State: _____ Zip: _____ Email: _____

Please send correspondence to (check one): _____ Applicant _____ Property Owner _____ Representative

Project Address(s): _____

Assessor Parcel Number(s): _____

Project Request (describe specific nature of approval requested):

Property Owner Authorization: The undersigned states that they are the owner(s) of the property described and herein give authorization for the filing of the application.

Signature _____ Print Name _____ Date _____

Applicant / Representative Signature: By signing this application I certify that the information provided is accurate. I understand that the City might not approve what I am applying for and/or might require conditions of approval.

Signature _____ Print Name _____ Date _____

OFFICE USE ONLY

PROJECT NO: _____

DATE: _____

ACCEPTED BY: _____

**City of Palm Desert
Architectural Review Application**

Architectural Review of: _____

Project Number: _____

(Type of Project)

(Applicant)

Agreement of compliance to be signed by those applying for review.

I hereby acknowledge that I have read and agree to comply with all the following requirements, and understand that the Department of Building and Safety will not issue a building permit or allow occupancy on the use permitted until this signed confirmation has been received by the Department of Community Development.

The development of this project shall conform substantially to all development plans submitted in behalf of this case, and as revised according to the Architectural Review Commission process. Any minor change requires approval by the Director of Community Development. Any substantial change requires approval by the Architectural Review Commission.

All requirements of any law, ordinance, or regulation of the State, City and any other applicable government entity shall be complied with as part of the development process.

This approval is generally valid for one year from approval date unless extended by the Architectural Review Commission.

Landscaping (with irrigation system) for single-family dwellings shall be installed at front and street side yards prior to final inspection and receiving certificate of occupancy. Landscaping (with irrigation system) for apartments, condominiums and commercial projects shall be installed in all areas shown on plans, prior to final inspection and receiving certificate of occupancy.

Curb, gutter, curb cuts and tie-in paving shall be provided along the full frontage of the lot by means of installation prior to final inspection or other provisions as approved by the city engineer. Construction shall conform to city standards and all requirements of the city engineer.

All new and existing electrical distribution lines, telephone, cable antenna television, and similar service wires or cables, which are adjacent to and provide service to the property being developed, shall be installed underground as a part of development from the nearest existing pole not on the property being developed as required by municipal code.

Signed by: _____

Date: _____

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I. SUBMITTAL REQUIREMENTS:

A Completed Application form completely filled out with all required signatures, exhibits and completed forms.

II. PROCEDURE:

A. Submit a complete application with all sets of required plans and appropriate fee to the Department of Community Development for staff review.

- **New Construction of buildings with approved pad locations and façade enhancements:** must be submitted two (2) weeks before the next scheduled meeting.
- **Single-family review:** Applications associated with single-family home cases must be submitted no later than two (2) weeks before the next scheduled meeting, unless a 10-day notification is required for the project (i.e. RV, carport, wall height exceptions). Plans may be submitted directly to the Building and Safety Department for plan check before approval.
- **Paint Color Exterior Modifications:** The colors of an existing building, structure, sign, wall, fence or other improvements to real property that are visible from public right-of-way shall not be significantly changed unless reviewed and approved by the director of community development or architectural review commission upon appeal. This shall be a no fee process. For the purposes of this section "significantly changed" means a change in hue, shade or intensity of color. (Ord. 1015A § 2 (Exhibit A), 2004)
- **Continued Cases:** All cases continued by the Architectural Review Commission must submit revised plans no later than eight (8) days prior to the next scheduled hearing.

B. Initially, projects/cases are presented to the Architectural Review Commission for preliminary approval of new construction and façade enhancement plans and final approval for signage and single-family review.

C. Applications submitted with Precise Plan applications, Conditional Use applications and/or Tentative Tract maps will be scheduled for Planning Commission and City Council (if needed) after preliminary approval from the Architectural Review Commission.

D. There is a **15-DAY APPEAL** from the day of a decision taken by the Architectural Review Commission. If appealed the case will be scheduled for City Council review within 40 days of the appeal.

III. APPLICATION CHECKLIST:

APPLICATIONS WILL NOT BE ACCEPTED IF ANY EXHIBITS ARE NOT INCLUDED.

A. NEW CONSTRUCTION/TRACK HOMES/FAÇADE ENHANCEMENTS: all plans shall be full size set of plans (typically 24"x36") to scale, folded to a maximum size of 8½"x13"

After the application has been deemed complete, the project will be scheduled for Architectural Review by the case planner. The following plans and exhibits are required for Architectural Review:

- ___ Three (3) full size set of plans (typically 24"x36") to scale, folded to a maximum size of 8½"x13"
- ___ Fifteen (15) 11" x 17" complete set of plans.

Each set of plans should include:

- ___ Site Plan, as described in Section IV
- ___ Architectural Elevations, as described in Section IV
- ___ Floor Plans, as described in Section IV
- ___ Roof Plan, as described in Section IV
- ___ Cross Sections, as described in Section IV

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- ___ Landscape Plan, as described in Section IV
- ___ Preliminary Grading and Utility Plan, as described in Section IV
- ___ Exterior Lighting Plan, as described in Section IV

- ___ 1 full size multi colored site plan indicating open space/landscaping, building(s), parking and driveway(s). Where more than one height of building is proposed, show each in a different color.
DO NOT MOUNT THIS COPY ON A BOARD
- ___ 1 full size colored elevations for all four (4) sides of proposed building(s)
- ___ 1 CD or other electronic format of Digital files (PDF) for all plans
- ___ 1 Color samples/Materials board as described in Section V.3 of this application

B. SINGLE-FAMILY REVIEW:

- ___ Three (3) full size set of plans (typically 24"x36") to scale, folded to a maximum size of 8½"x13"
- ___ Twelve (12) 11" x 17" complete set of plans.

Each set of plans should include:

- ___ Site Plan
- ___ Architectural Elevations
- ___ Floor Plans
- ___ Roof Plans
- ___ Preliminary Grading Plans
- ___ Landscape Plans

C. PAINT COLOR EXTERIOR MODIFICATIONS:

- ___ 1 set of Photos of existing colors
- ___ 2 sets of proposed color and material change

IV. EXHIBIT REQUIREMENTS CHECKLIST:

APPLICATIONS MAY BE REJECTED IF ALL PLANS DO NOT INCLUDE AT LEAST THE FOLLOWING INFORMATION: APPLICANTS ARE STRONGLY URGED TO CONTACT STAFF IN THE PUBLIC WORKS DEPARTMENT PRIOR TO SUBMITTING AN APPLICATION.

A. SITE PLAN:

APPLICANTS ARE STRONGLY URGED TO CONTACT STAFF IN THE PUBLIC WORKS DEPARTMENT VERY EARLY IN THE PLANNING PROCESS AND PRIOR TO SUBMITTING AN APPLICATION.

- ___ Name, address, and phone number of property owner, applicant, engineer and architect
- ___ Scale, not less than 1"=30'
- ___ North Arrow
- ___ Vicinity map including project address/location
- ___ Fully dimensioned subject parcel boundaries
- ___ Abutting streets and right-of-ways, dimensioned (consult with Department of Public Works)
- ___ Existing/proposed street(s) and width(s) including: centerline, median islands, parkway width, and sidewalk(s) dimensions
- ___ Access and driveway dimensions
- ___ Location and dimensions of all existing and proposed easements
- ___ All utility line locations (gas, electric, cable, water and sewer)
- ___ ADA Ramps, Paths and Path of travel
- ___ All existing and proposed structures
- ___ All building setbacks from property lines
- ___ Building dimensions (include roof overhangs)
- ___ Location, elevations and height of proposed walls and fences
- ___ Location of trash enclosures

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- ___ Parking layout with dimensions of stalls, aisle widths, walkways and surface type
- ___ Map Legend including:
 - ___ Gross and net acreage of parcel(s)
 - ___ Gross and net floor area of structure(s) and type of use
 - ___ Required and proposed number of parking spaces (including handicap)
 - ___ Lot coverage (percentage of land covered by building(s))
 - ___ Landscape percentage in and adjacent to the parking area

B. ARCHITECTURAL ELEVATIONS:

- ___ Show height of new structures from Finished Grade to highest part of the structure, the roof parapets, and each floor.
- ___ Show screening for all roof-mounted equipment
- ___ Proposed signage/awning location (if signage will be on the building after it is built)
- ___ Colored Elevations, rendering and/or perspectives (separate sheet)

C. FLOOR PLANS:

- ___ Dimensions of interior rooms
- ___ Label all rooms
- ___ Dimensions of all exterior components

D. ROOF PLAN:

- ___ Indicate top of parapet heights
- ___ Location of roof mounted equipment
- ___ Location of ladder for roof access

E. CROSS SECTIONS:

- ___ Cut through the project site and any street surrounding the property to indicate height of street curbs, adjacent, finished grad, foundation, finish floor, top of parapets, and roof mounted equipment for the proposed structure or structures.

F. LANDSCAPE PLANS:

APPLICANTS ARE STRONGLY URGED TO CONTACT STAFF IN THE LANDSCAPE OFFICE WITHIN PUBLIC WORKS, VERY EARLY IN THE PLANNING PROCESS AND PRIOR TO SUBMITTING AN APPLICATION

- ___ Vicinity Map
- ___ North Arrow
- ___ Assessor Parcel Number(s)
- ___ Scale, not less than 1"=20' (1"=40' allowable if tree plan is on a separate sheet from shrub and ground cover plan)
- ___ Location of all trees, shrubs, plants, and ground cover
- ___ Labeled Botanical name and size of all plant material
- ___ One copy of plan to have individual trees and major shrub forms color-coded by species so that the distribution may be easily distinguished
- ___ Perimeter treatment of property (fences, walls, vegetation screens, etc.)
- ___ Show all exterior light fixtures (street lamps, landscape lighting, etc.)
- ___ Street furniture and ornamentation (if applicable) to include:
 - ___ Rock outcroppings
 - ___ Benches
 - ___ Waterscape plan
 - ___ Newspaper stands
 - ___ Fountains
 - ___ Statues
- ___ Type of irrigation system to be used (in note form only for preliminary approval; provide complete irrigation plans with construction drawings)

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G. PRELIMINARY GRADING AND UTILITY PLANS:

- ___ Vicinity map showing major street names, other reference points and landmarks
- ___ North arrow
- ___ Scale, not less than 1"=30'
- ___ General drainage pattern of area to include site and adjacent properties within 100' (use arrows to show drainage flow to and from site)
- ___ Existing contours lines with adjacent top of curb elevations
- ___ Proposed locations of structures and drives
- ___ Any Access Agreements and Easements
- ___ Pad elevations of finished floors for proposed structures and existing structures
- ___ Finished grades
- ___ Adjacent pad heights for adjacent structures and grades
- ___ Elevations of existing street centerline
- ___ Any perimeter walls and fences that affect drainage
- ___ All relevant dimensions relation to the location of existing and proposed utilities, service lines, and easements.
- ___ Estimated cut and fill quantities
- ___ Size, grate elevation, invert elevation of all inlets or outlets, and drainage swales
- ___ Pipe materials, slopes and sizes

H. COLOR MATERIAL BOARD:

- ___ Board or sheet (maximum size of 8" x 13" by 3/8" thick) containing precise color swatches and materials.