

SUBMITTAL REQUIREMENTS

PHASE 1. INITIAL SUBMITTAL & 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, 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. _____ Photo simulations from several vantage points.
9. _____ FIVE (5) fully dimensioned Conceptual Grading Plans drawn to scale.
10. _____ 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.
11. _____ 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 architect's stamp and signature on each sheet will be accepted.
12. _____ ONE colored rendering (approximately 18" x 24" or as required by Planning Division).
13. _____ ONE (1) aerial photo with project on transparent overlay, including all property within a 500-foot radius.
14. _____ ONE 3" x 3" vicinity map suitable for publication.
15. _____ THREE (3) sets of mailing labels for property owners within a 500-foot radius of the project. 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-foot radius and address certification. An error may result in denial or continuance of the project by the reviewing authority. The list shall be prepared on 8 ½" 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.
16. _____ A complete professional appearance materials board, including but not limited to: paint sample, roof material sample, window and door material samples, and masonry sample.
17. _____ 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.
18. _____ A CD in low resolution **jpeg** format containing all Exhibits. Each **jpeg** file shall not be larger than 2,000k. Please title each page.
19. _____ 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).

20. _____ 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;
 - 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. _____ Roof plan;
 - i. _____ Cross-sections of building/site;
 - j. _____ Color renderings from several vantage points;
 - k. _____ Photograph of sample color and material board
21. _____ Environmental Information form completed by applicant.
22. _____ TWO (2) copies of each Technical Studies and Documentation:
 - _____ a. Preliminary WQMP report
 - _____ b. Preliminary soils report
 - _____ c. Preliminary hydrology calculations and report
23. _____ 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. In both cases, the following contents need to be provided following receipt of the letter:

PART B – QUALITY COMPLETENESS CHECK

Note: In an effort to assist applicants in reducing project costs and unnecessary paperwork due to incomplete or missing items in applications, we have devised a two-tiered system for submitting Project Applications. By submitting Part A only, an applicant acknowledges that an insufficient quantity of items have been submitted, and is permitted to submit the required quantity after completeness review and revision (if required). Alternatively, an applicant may submit the following items in addition to the above listed items at initial submittal.

24. _____ SIX (6) full size sheets and fully dimensioned Preliminary Site Plan and ONE (1) reduced to 8 ½" x 11".
25. _____ THIRTY THREE (33) 11" x 17" Exhibit Booklets (revised if necessary) and 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;
 - 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. _____ Roof plan;
 - i. _____ Cross-sections of building/site;
 - j. _____ Color renderings from several vantage points;
 - k. _____ Photograph of sample color and material board
26. _____ Re-submittal of any items required in an Incompleteness letter.
27. _____ A PowerPoint presentation with **jpeg** images containing all pages in the Exhibit Booklet and in the same order.

PHASE II. AGENCY CONSULTATION & ARCHITECTURAL REVIEW BOARD REVIEW

Note: Once the application has been determined to be complete for processing, Phase II will begin. Phase II consists of Architectural Review Board review and recommendation and Environmental Review and consultation. The time it will take to complete Phase II will vary according to complexity of the project proposal, quality of the project and environmental impacts. An applicant should plan on a minimum of 30 days for Phase II processing, but if more than one ARB meeting is required, the time it takes to finish Phase II may be largely dependent on the responsiveness of the applicant's project team to ARB comments.

Further information may be required from the project applicant based on comments received during the Environmental Review and Agency Consultation process.

Further information may be required from the project applicant based on comments made by the ARB. If the ARB requests additional information and/or revisions to a project, it is the applicant's team responsibility to submit the required items in a timely manner. **Please be advised that items submitted for ARB review need to be received two weeks in advance of the ARB meeting.**

Phase II is complete once:

- ARB takes formal action to approve, approve conditionally or deny a project; and
- The Environmental document is circulated pursuant to the requirements of the California Environmental Quality Act (CEQA) and;
- All comments are responded to in writing by staff; and
- 33 bound copies of the color Exhibit Booklets revised as necessary per ARB and Agency comments.