



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

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

CONDITIONAL USE PERMIT APPLICATION

APPLICANT:

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

LEGAL OWNER:

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

REPRESENTATIVE/CONTACT PERSON:

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

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

BUSINESS LICENSE NUMBER (Required) _____
License Number Expiration Date

Project Address: _____ Name of Project: _____

Existing General Plan/Zoning: _____ Existing Land Use _____

Assessor's Parcel Number(s) _____ Acres/Sq.Ft. _____

Legal Description: _____

Brief Project Summary: _____

A COMPLETE WRITTEN PROJECT DESCRIPTION MUST ALSO BE ATTACHED

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 _____

OFFICE USE ONLY		
CASE NUMBER: <u>CUP</u>	RELATED CASE NUMBER: _____	
FILING FEE: \$ _____	RECEIPT NUMBER: _____	CHECK NUMBER: _____
DATED SUBMITTED: _____	SUBMITTED TO: _____	

Conditional Use Permit

The Community Development Department encourages all applicants to schedule a preliminary meeting with staff to review the proposed project prior to submittal of the application.

I. SUBMITTAL REQUIREMENTS

1. Application form completely filled out with all required signatures.
2. Application fees.
3. All required plans and exhibits as described in Section III.

Applications will not be accepted by mail, email or facsimile. All applications shall be submitted in person.

II. PROCEDURES

1. Submit a complete application with all required signatures, application fees, environmental assessment form, mailing labels and map (500' - 1000' radius) and exhibits as described in Section III.
2. Staff will review the application and determine if it is complete within 30 days from the date the project is submitted. 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 Planning Commission and City Council to understand the application. **The application cannot be processed until all required submittal items are received.** Once the application is deemed complete, the project is circulated to other City Departments and local agencies for comments and conditions.
3. Once the project is deemed complete, if deemed necessary by staff, the project will be reviewed by the Architectural Review Board (meetings held on the 2nd and 4th Mondays at 12:30 p.m.) The Architectural Review Board may require revisions and additional review at a future meeting.
4. Once the project has been through the Architectural Review Board process, staff will prepare a written staff report and the project will be scheduled for Planning Commission review (meetings held on the 2nd and 4th Thursdays at 2:00 p.m.). A public hearing notice is mailed to property owners within the 500' – 1000' radius 15 days prior to the public hearing.
5. All Conditional Use Permits are also reviewed and approved by the City Council (meetings on the 1st and 3rd Thursdays at 1:00 p.m.) Staff prepares a written staff report and public hearing notices are mailed to property owners within the 500' – 1000' radius 15 days prior to the public hearing.
6. Once the project has been approved, an approval letter is sent along with the final Conditions of Approval to the applicant/property owner. This letter is required to be signed by the property owner(s) agreeing to the Conditions of Approval prior to issuance of any permits.

III. APPLICATION AND EXHIBIT CHECKLIST

A. INITIAL SUBMITTAL PRIOR TO PUBLIC HEARING

- ___ 1. Applicable fees.
- ___ 2. One completed application form, including wet ink signature(s) of property owner(s).
- ___ 3. Environmental Information form completed by applicant (form available at Planning Division).
- ___ 4. A written detailed project summary must be attached.
- ___ 5. All Conditional Use Permit Plans shall contain a licensed architect's title block. As an alternative, a licensed architect's stamp and signature on each sheet will be accepted.
- ___ 6. Ten (10) copies 11"x 17" Preliminary Site Plans.
- ___ 7. One (1) 24" x 32" of the following:
 - A. Preliminary Site Plan, drawn to scale, folded to 8 ½" x 11", showing square footage and acreage of parcel(s), North Arrow, scale, existing and proposed structures, parking, width of paving, trash storage, loading and maintenance areas, and adjacent streets.
 - B. One (1) set Floor Plans (fully-dimensioned) drawn to scale, showing proposed square footage of covered area.
 - C. One (1) set Elevations, all four sides (fully-dimensioned) drawn to scale.
 - D. One (1) set Roof plans (fully-dimensioned) drawn to scale including demonstration of screening of mechanical equipment
 - E. One (1) set Preliminary Conceptual Grading Plan.
 - F. One (1) set Preliminary Landscape Plans (showing all plant specimens, sizes, quantities and locations, lighting locations and light stand detail, and mechanical equipment).
 - G. One (1) Colored rendering.
- ___ 8. One 3" x 3" Vicinity Map.
- ___ 9. One copy of the preliminary title report(s).
- ___ 10. 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 the reviewing authority. The list shall be prepared on 8 ½" x 11" sheets of self-adhesive labels.
- ___ 11. This application shall be accompanied by a Map showing every property within the radius of the subject property.
- ___ 12. A CD in low resolution **jpeg** format containing all Exhibits. Each **jpeg** file shall not be larger than 2,000kb. Please title each page.
- ___ 13. A photo essay is encouraged and may be required.

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 A only, an applicant acknowledges that an insufficient quantity of exhibit copies have been submitted, and is permitted to submit the required quantity after completeness review and revisions.

B. SUBMITTAL REQUIREMENTS WHEN APPLICATION IS COMPLETE AND READY FOR REVIEW

Review by the Architectural Review Board

- ___ 14. Fifteen (15) copies 11” x 17” exhibit booklets in color that includes item #7, A-G (reduced but legible)

Review by the Planning Commission and City Council

- ___ 15. Thirty (30) copies 11” x 17” exhibit booklets in color that includes item #7, A-G (reduced but legible) **that include Architectural Review Board requested revisions.**

THE FOLLOWING FINDINGS NEED TO BE MET

- A. The proposed use is conditionally allowed within, and would not impair the integrity and character of, the subject zoning district and is in compliance with all of the applicable provisions of this Ordinance.
- B. The proposed use is consistent with the General Plan and Specific Plan, if applicable.
- C. The design, location, size, and operating characteristics of the proposed use are compatible with the existing and future land uses and would not create significant noise, traffic, or other conditions or situations that may be objectionable or detrimental to other allowed uses operating nearby or adverse to the public interest, health, safety, convenience, or welfare of the City.
- D. The subject site is physically suitable for the type and density/intensity of use being proposed.
- E. There are adequate provisions for public access, water, sanitation, and public utilities and services to ensure that the proposed use would not be detrimental to public health and safety.
- F. The proposed project has been reviewed in compliance with the provisions of the California Environmental Quality Act (CEQA) and there would be no potential significant negative effects upon environmental quality and natural resources that would not be properly mitigated and monitored, unless findings are made in compliance with CEQA.

Any determination or action taken by the Planning Commission to approve or disapprove an application may be appealed to the City Council by the applicant, Rancho Mirage citizen, or any person having an interest. Appeals must be filed with the City Clerk on an application form with the appeal-filing fee within ten (10) days of the date of Planning Commission action. The City Council is the final approving body for Conditional Use Permits.