



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

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

MAJOR MODIFICATION OF DEVELOPMENT PLAN APPLICATION

APPLICANT:

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

LEGAL OWNER:

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

REPRESENTATIVE/CONTACT PERSON:

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

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. _____

Existing Case No. _____

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: MOD _____ RELATED CASE NUMBER: _____

FILING FEE: \$ _____ RECEIPT NUMBER: _____ CHECK NUMBER: _____

DATED SUBMITTED: _____ SUBMITTED TO: _____

Major Modification of Development Plan Permit

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

I. SUBMITTAL REQUIREMENTS

- ___ 1. Applicable fees.
- ___ 2. One completed application form, including wet ink signature(s) of property owner(s).
- ___ 3. A written detailed project summary must be attached.
- ___ 4. A written description explaining the reason for the modification.
- ___ 5. Ten (10) copies (24" x 32") fully dimensioned plans folded to 8 ½" x 11", showing the major modification proposed.
- ___ 6. All 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.
- ___ 7. One 3" x 3" Vicinity Map.
- ___ 8. One copy of the preliminary title report(s).
- ___ 9. 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.
- ___ 10. This application shall be accompanied by a Map showing every property within the radius of the subject property.
- ___ 11. A CD in low resolution **jpeg** format containing all Exhibits. Each **jpeg** file shall not be larger than 2,000kb. Please title each page.

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, mailing labels and map (500' - 1000' radius) and exhibits as described in Section I above.
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 Major Modifications to Development Plans 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.

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 plans/booklets. By submitting only 10 copies as noted in Section I, number 5 above, 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

___ Fifteen (15) copies 11" x 17" exhibit booklets in color.

Review by the Planning Commission and City Council

___ Thirty (30) copies 11" x 17" exhibit booklets in color that includes item **that include Architectural Review Board requested revisions.**

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 Major Modification of Development Plans.