



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

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

# ZONING MAP AMENDMENT 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. \_\_\_\_\_  
(Photo essays are encouraged to be submitted)

Legal Description: \_\_\_\_\_

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 \_\_\_\_\_

**OFFICE USE ONLY**

CASE NUMBER: ZMA RELATED CASE NUMBER: \_\_\_\_\_  
FILING FEE: \$ \_\_\_\_\_ RECEIPT NUMBER: \_\_\_\_\_ CHECK NUMBER: \_\_\_\_\_  
DATED SUBMITTED: \_\_\_\_\_ SUBMITTED TO: \_\_\_\_\_

# Zoning Map Amendment

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. Applicable Fees.
- \_\_\_ 2. Environmental Information form completed by applicant and fees.
- \_\_\_ 3. One aerial photograph that includes the project on transparent overlay; including all property within a 1000 foot radius.
- \_\_\_ 4. One 3"x 3" vicinity map which locates the property and project in relation to abutting public and private streets. Said map shall indicate abutting General Plan land use designations.
- \_\_\_ 5. 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.
- \_\_\_ 6. This application shall be accompanied by a Map showing every property within the radius of the subject property.
- \_\_\_ 7. Other requirements deemed necessary to City staff such as exhibits and other supporting documentation.
- \_\_\_ 8. Economic Study to determine the effects and impacts of the request on Rancho Mirage, if required by staff.

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

## II. PROCEDURES

- 1. Appeals must be filed within 10 days of the date the decision being appealed.
- 2. 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.