



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

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

**SINGLE FAMILY PERMIT APPLICATION**  
**Single Story Maximum 20 Feet or Less from Finished Pad**

**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: \_\_\_\_\_ Existing Gen.Plan/Zoning: \_\_\_\_\_

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

Total livable s.f. \_\_\_\_\_ Non livable s.f. \_\_\_\_\_ Guest house s.f. \_\_\_\_\_ Accessory Structures s.f. \_\_\_\_\_

**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: SFP

RELATED CASE NUMBER: \_\_\_\_\_

FILING FEE: \$ \_\_\_\_\_

RECEIPT NUMBER: \_\_\_\_\_

CHECK NUMBER: \_\_\_\_\_

DATED SUBMITTED: \_\_\_\_\_

SUBMITTED TO: \_\_\_\_\_

## Single Family 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. Applicable fees.
- \_\_\_ 2. One completed application form, including wet ink signature(s) of property owner(s).
- \_\_\_ 3. A Notice of Exemption is required to be filed with the County once the project is approved. The filing fees are **\$50.00**. A check made payable to **Riverside County Clerk** shall be provided.
- \_\_\_ 4. A written detailed project summary.
- \_\_\_ 5. One (1) colored, full sized and fully dimensioned set of the following rolled plans: (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)
  - A. Preliminary Site Plan, drawn to scale, showing square footage and acreage of parcel(s), North Arrow, scale, existing and proposed structures, parking, width of paving and adjacent streets, square footage of home & casita, lot coverage, setbacks, proposed walls, etc.
  - B. One (1) set Preliminary Conceptual Grading Plan.
  - C. One (1) set Floor Plans (fully-dimensioned) drawn to scale, showing proposed square footage of covered area.
  - D. One (1) set Elevations, all four sides (fully-dimensioned) drawn to scale.
  - E. One (1) set Roof plans (fully-dimensioned) drawn to scale including demonstration of screening of mechanical equipment
  - 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. Copy of the colored materials board.
- \_\_\_ 6. Six (6) Site Plans that are full sized and folded to 8½" x 11" fully dimensioned including the information noted in A above.
- \_\_\_ 7. Six (6) Preliminary or conceptual grading plans full sized and folded to 8½" x 11".
- \_\_\_ 8. Fifteen (15), 11"x17" **colored** booklets to include items A thru G above placed in the booklet in that order.
- \_\_\_ 9. A colored materials board no larger than 8½" x 11" with sample chips and manufacturer's identifying names and numbers of exterior colors and materials.
- \_\_\_ 10. One 3" x 3" Vicinity Map.
- \_\_\_ 11. One copy of the preliminary title report(s).
- \_\_\_ 12. 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. The labels shall be completed within 6 months of the public hearing in order to be valid. This application shall be accompanied by a Map showing every property within the 500/1000 foot radius of the subject property.
- \_\_\_ 13. A CD in low resolution **jpeg** format containing all Exhibits. Each **jpeg** file shall not be larger than 2,000kb. Please title each page.
- \_\_\_ 14. If applicable, provide a Homeowner's Association approval letter.

**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.
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 and the Planning Commission 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, staff will prepare a written staff report and the project will be scheduled for Planning Commission review (meetings held on the 2<sup>nd</sup> and 4<sup>th</sup> 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.
4. 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.
5. Planning Commission approval is valid for one year. Within that time the applicant must obtain building permits for construction of the residence or the approval becomes null and void.
6. Any deviation from the approved plans, including landscaping must first be approved by the Planning Division. Such deviations may require a modification application and fee.

**THE FOLLOWING FINDINGS NEED TO BE MET**

1. The proposed use is allowed within the respective zoning district.
2. The proposed single family residence is in compliance with all of the applicable provisions of the General Plan and Zoning Ordinance that are necessary to carry out the purpose and requirements of the respective zoning district, including prescribed development standards and applicable design guidelines for a single family residence.
3. The proposed meets the criteria for payment of all of the Development Impact Mitigation Fees imposed upon new residential construction in accordance with Chapter 3.29 of the Rancho Mirage Municipal Code.

4. The proposed single family home would not be detrimental to the public interest, health, safety, convenience, or welfare of the City and is architecturally compatible with existing neighborhood consistent with Section 17.30.110 of the Zoning Ordinance. The home will not exceed one story as required by the conditions imposed under Section 17.080.02 Residential District General Development Standards.

**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.**