



Development Services Department • 69-825 Highway 111 • Rancho Mirage, CA 92270
Phone: 760-328-2266 • Fax: 760-324-985

CERTIFICATE OF APPROPRIATENESS APPLICATION

The City of Rancho Mirage allows for the local designation of historic buildings, sites or districts within the City (Section 15.27 of the Rancho Mirage Municipal Code.) This application packet is to be completed in order to request a certificate of appropriateness for alterations to historic resources. For additional information, please contact the Planning Division at 760-328-2266 or josha@ranchomirageca.gov

APPLICATION

The completed application and required materials may be submitted to the Planning Division. The submittal will be given a cursory check and will be accepted for filing only if the basic requirements have been met. A case planner will be assigned to the project and will be responsible for a detailed review of the application and all exhibits to ensure that all required information is adequate and accurate. Incomplete applications due to missing or inadequate information will not be accepted for filing. Applicants may be asked to attend scheduled meetings pertaining to their project. These will include the Historic Preservation Commission (HPC) and the City Council.

OFFICE USE ONLY

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

APPLICANT:

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

LEGAL OWNER:

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

REPRESENTATIVE/CONTACT PERSON:

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

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

PROPERTY INFORMATION

Historic Name: _____

Address: _____

Assessor's Parcel Number(s) _____

DESCRIPTION OF SITE

Historical Use/Function: _____

Current Use/Function: _____

Architect: _____

Construction Date and Source: _____

Architectural Classification: _____

Construction Materials: _____

Foundation: _____ Roof: _____

Walls: _____ Other: _____

Building Description: *Please attach a description of the Building/ Site/ District, including all character defining features on one or more additional sheets.*

SUBMITTAL REQUIREMENTS

- ___ 1. One completed application, including wet ink signature(s) of property owner(s).
- ___ 2. Applicable fees
- ___ 3. Include all supplemental information requested in the application.
- ___ 4. A completely dimensioned and detailed site plan showing the location of all buildings, structures, signs, parking, landscaping, walls, and points of ingress and egress which are proposed to altered.
- ___ 5. Elevations for each side of all the proposed alterations, including existing building features and a description of construction materials. Elevations shall clearly call out all of the proposed alterations.
- ___ 6. Plans for all floors to be altered, including the use of each portion of the building.
- ___ 7. Exterior color and material list with samples.
- ___ 8. Landscaping information (If applicable).
- ___ 9. Existing structures and use of property immediately surrounding proposed development.
- ___ 10. Current photographs of all sides of structure to be modified. All photographs shall be labeled to indicate direction of view. In the event it is an accessory structure, a picture of the main structure is also required. Please submit all digital images in JPEG format (no longer than 2000kb).
- ___ 11. Other information/documentation may be required.

Any false or misleading information shall be grounds for denial. If not legal owner, notarized authorization from owner of record must be attached.

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

Signature of Applicant _____ Print Name _____ Date _____