



CITY OF PALM SPRINGS

Department of Planning Services
3200 E. Tahquitz Canyon Way, Palm Springs, CA 92262
Tel 760-323-8245 – FAX 760-322-8360

For Staff Use Only

Case Number: _____

In-Take Planner: _____

Date: _____

ADMINISTRATIVE MINOR MODIFICATION PLANNING / ZONING GENERAL INFORMATION FORM

PLANNING ENTITLEMENTS REQUESTED:

Administrative Minor Modification
HSPB Action
Parcel Map / Tract Map
Variance

Change of Zone
Major Architectural
Planned Development District

Conditional Use Permit
Minor Architectural
Single-Family Architectural

TO THE APPLICANT: Please fill out information requested below and attach the appropriate supplemental application.

Project Site Information:

Project Address: _____ APN: _____

Project Name: (Name of Condo or HOA) _____

Zone: _____ GP: _____ Section/Township/Range: ____/____/____

Description of Project:

Property Owner Information:

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Phone #: _____ FAX: _____

Property Owner's Email: _____

Project Manager, Contractor, Owner's Representative:

Company / Agent's Name: _____

Agent's Signature: _____

Agent's Mailing Address: _____

Agent's Owner's Phone #: _____ FAX: _____

Agent's Owner's Email: _____



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PLANNING DEPARTMENT APPLICATION ADMINISTRATIVE MINOR MODIFICATION

TO THE APPLICANT: Fill out a General Information Cover Form first and attach this supplemental information sheet.

Is the proposed project:

- | | | |
|--------------------------------------------------------------------------|------------------------|---------------------------------|
| Conservation Area (MSHCP) | Abut State Highway 111 | Downtown Parking Combining Zone |
| Historic Designation / District | Specific Plan | Resort Combining Zone |
| Water Course / Floodplain | Hillside Lot | Noise Impact Zone |
| On the Agua Caliente Band of Cahuilla Indian Reservation Land | | |
| Fall within the Riverside County Airport Land Use Commission Review Area | | |

General Information:

Common Name of Project: _____

When did present owner acquire the property: _____

Relationship to larger project: _____

Existing use of project site: _____

Residential Projects:

Proposed building square footage: _____ Net Lot Area: _____

Number of dwelling units: _____ Number of stories: _____ Height: _____ ft.

Largest single building: (sq. ft.) _____ Number of stories: _____ Height: _____ ft.

Describe recreational facilities: _____

Parking spaces required: _____ Number provided: _____
(Per PSZC 93.06)

Commercial Projects:

Proposed building square footage: _____ Net Lot Area: _____

Type of uses and major functions: _____

Square footage of building area devoted to each proposed use: _____

Number of stories: _____ Height: _____ ft.

Largest single building: (sq. ft.) _____ Number of stories: _____ Height: _____ ft.

Parking spaces required: _____ Number provided: _____
(Per PSZC 93.06)

Hours of operation: _____

Maximum number of clients, patrons, shoppers at one time: _____

Maximum number of employees at one time: _____

Area and percent of total project devoted to:

Building	_____ sq. ft.	_____ %
Paving including streets or drives:	_____ sq. ft.	_____ %
Landscaping, Open, Recreation:	_____ sq. ft.	_____ %
TOTAL PROJECT AREA	_____ sq. ft.	_____ %



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General Information:

Describe type of modification and special circumstance necessitating this application.

The Zoning Ordinance Section 94.06.01(b)(2) sets forth criteria used by Staff in determining if the proposal based upon evidence presented will not have a detrimental effect on neighboring properties. The following four (4) questions are related to required findings that will be used in the decision process. Please respond to each of them by indicating how they are applicable to the property in question.

1. Is the proposed Administrative Minor Modification consistent with the General Plan?

2. Explain how neighboring properties will not be adversely affected as a result of the approval of the minor modification.

3. Explain why the approval will not be detrimental to the health, safety, or general welfare of the persons residing or working on the site or in the vicinity.

4. Explain why the approval is justified by environmental features, site conditions, location of existing improvements, or historic development patterns of the property or neighborhood.

**CITY OF PALM SPRINGS
PLANNING DEPARTMENT APPLICATION
ADMINISTRATIVE MINOR MODIFICATION**

APPLICANT'S REQUIRED MATERIAL CHECKLIST

The following items must be submitted before an Administrative Minor Modification application will be accepted. Please check off each item to assure completeness.

	Applicant <u>Only</u>	City Use <u>Only</u>
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Application Information:

- General Information Form + Administrative Minor Modification Form
- Justification Letter

Site Information:

- Site Plan: 24" x 36" (4 copies folded)
- Site photographs: 8 ½" x 11"

Architectural Information:

- Building Elevations: 24" x 36" (4 copies folded)
- Color and material sample board
- Electronic copy of plans and color exhibits in PDF image format (max 5 MB)

The following forms must be completed in the presence of a Notary Public.
Select the form best fitting the type of authorization required.

OWNER AFFIDAVIT

State of California)
)ss.

County: _____

On _____ before me, _____

Name and Title of Officer

Personally appeared

Name(s) of Signer(s)

Who proved to me on the basis of satisfactory evidence to the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed in his/her/their authorized capacity (ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct

WITNESS my hand and official seal

Signature of Notary Public

LESSEE OR AGENT AUTHORIZATION

State of California)
)ss.

County: _____

On _____ before me, _____

Name and Title of Officer

Personally appeared

Name(s) of Signer(s)

Who proved to me on the basis of satisfactory evidence to the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed in his/her/their authorized capacity (ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed The instrument.

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JUSTIFICATION LETTER ADMINISTRATIVE MINOR MODIFICATION

A Justification Letter explaining your application will be included in the materials reviewed by the Planning Commission; multiple related applications may be addressed in a single comprehensive letter. This letter may be prepared by the applicant or a representative. The following format is provided to assist you in the preparation of this letter.

Project Description:

Please provide a detailed description of the project. Include items such as intended use of the property; possible environmental impacts; and architectural changes.

Information:

Please provide the following information and any other that will assist Planning Staff in making their decision:

- Reason for request
- Special circumstances associated with request
- How the project will not impact adjacent properties

Findings:

Please describe in detail how the project meets/supports existing City regulations for ALL of the findings of approval of each application type per the Palm Springs Zoning Ordinance.

The Justification Letter must have original signature of named owner, applicant or representative identified as such.

Note: Palm Springs Zoning Code (PSZC) Finding Sections as follows:

- Administrative Minor Modification: 94.07.00(B)(2)
- Change of Zone: 94.07.00(A)
- Conditional Use Permit: 94.02.00(B)(6)
- Minor / Major Architectural: 94.04.00(D)
- Planned Development District: 94.02.00(B)(6)
- Variance: 94.06.00(B)

PSZC can be found on the Planning Services web page at www.palmspringsca.gov