



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: _____

VARIANCE

PLANNING / ZONING GENERAL INFORMATION FORM

PLANNING ENTITLEMENTS REQUESTED:

Administrative Minor Modification

Change of Zone

Conditional Use Permit

HSPB Action

Major Architectural

Minor Architectural

Parcel Map / Tract Map

Planned Development District

Single-Family Architectural

Variance

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: _____

**CITY OF PALM SPRINGS
PLANNING DEPARTMENT APPLICATION
VARIANCE**

APPLICANT'S REQUIRED MATERIAL CHECKLIST

The following items must be submitted before a Variance application will be accepted. Please check off each item to assure completeness.

Applicant	City Use
<u>Only</u>	<u>Only</u>

Application Information:

- General Information Form + Variance Form
- Justification Letter

Site Information:

- Site Plan: 24" x 36" (4 copies folded, 1 color rolled)
- Site photographs: 8 ½" x 11"

Architectural Information:

- Building Elevations: 24" x 36" (4 copies folded, 1 color rolled)
- Color and material sample board
- Electronic copy of plans and color exhibits in PDF image format (max 5 MB)

Miscellaneous Exhibits:

- Public hearing labels (3 sets)
- Project sponsor labels (if any – 3 sets)



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PLANNING DEPARTMENT APPLICATION VARIANCE

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

General Information:

Describe Variance request:

The Zoning Ordinance Section 94.06.00 requires that the following four (4) conditions be established and considered by the Planning Commission before a Variance can be granted. Please respond to each of them by indicating how they are applicable to the property in question.

1. The special circumstances applicable to the subject property, including size, shape, topography, location, or surroundings, and the strict application of the Zoning Ordinance would deprive the subject property of privileges enjoyed by other properties in the vicinity and under identical zone classification.

2. Any Variance granted shall be to conditions that will assure the adjustment thereby authorized shall not constitute a grant of special privilege inconsistent with the limitation upon other properties in the vicinity and zone which the subject property is situated.

3. The granting of the Variance will not be materially detrimental to the public health, safety, convenience, or welfare or injurious to the property and improvements in the same vicinity and zone in which the subject property is situated.

4. The granting of such Variance will not adversely affect the General Plan for the City.

The following information is required for the City to process your application properly:

Company Name: _____

Address: _____

Phone #: _____ Web Site: _____

OFFICERS

Name: _____ Title: _____

Address: _____

Phone #: _____ Email: _____

Name: _____ Title: _____

Address: _____

Phone #: _____ Email: _____

Name: _____ Title: _____

Address: _____

Phone #: _____ Email: _____

ARCHITECT

Name: _____ Title: _____

Address: _____

Phone #: _____ Email: _____

ENGINEER

Name: _____ Title: _____

Address: _____

Phone #: _____ Email: _____

LANDSCAPE ARCHITECT

Name: _____ Title: _____

Address: _____

Phone #: _____ Email: _____

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 VARIANCE

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 the Planning Commission in making their decision:

- Number of employees / residents
- Hours of operation
- Any existing similar uses owned or operated by the applicant and their location
- Any required state licenses specific to the use requested

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



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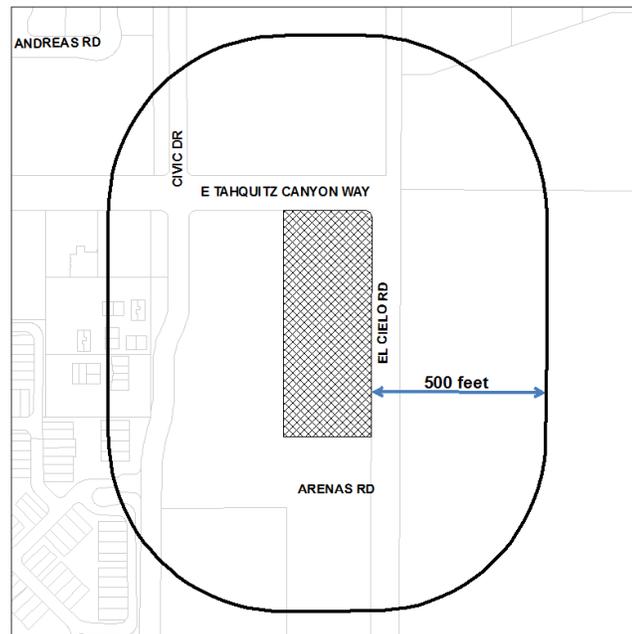
PUBLIC HEARING NOTICE REQUIREMENTS

This project requires a public hearing.

The applicant is required to obtain the following information from a certified title company. Incorrect or insufficient information may delay the development proposal.

1. Three (3) sets of typed, self-adhesive labels including assessor's parcel number and mailing addresses for properties within a 500-foot radius of the subject property and one copy of the list on plain white paper.
2. All mailing addresses of owners within a condominium project must be included in the three (3) sets of labels if any portion of the complex is affected by the 500-foot radius.
3. A list of parcels owned by Tribal Indian members owners if applicable. Contact the Bureau of Indian Affairs for information.
4. Labels for the project owner, engineer, architect, etc.
5. Assessor's parcel maps showing the 500-foot radius drawn neatly and accurately with the subject property identified.
6. A certified letter from the title company verifying property owner accuracy.

Example of required map:



Note: Palm Springs Zoning Code Public Hearing notice:

Conditional Use Permit – 94.02.00(B)(5)
Planned Development District - 94.02.00(B)(5)
Variance - 94.02.00(B)(5)
Change of Zone 94.07.00(B)(4)