

City of Palm Springs



Palm Springs Online **– Submit a Planning Application –**

May 2023

Submit a Planning Application

These instructions will assist you in navigating through submitting an online application in the Palm Springs Online portal. Prior to using this guide, a user should have already created and registered a login to the portal.

Locate the Application

1. When on the Palm Springs Online home page, click on either the *Apply* tile within the page or on the *Apply* tab at the top of the page.

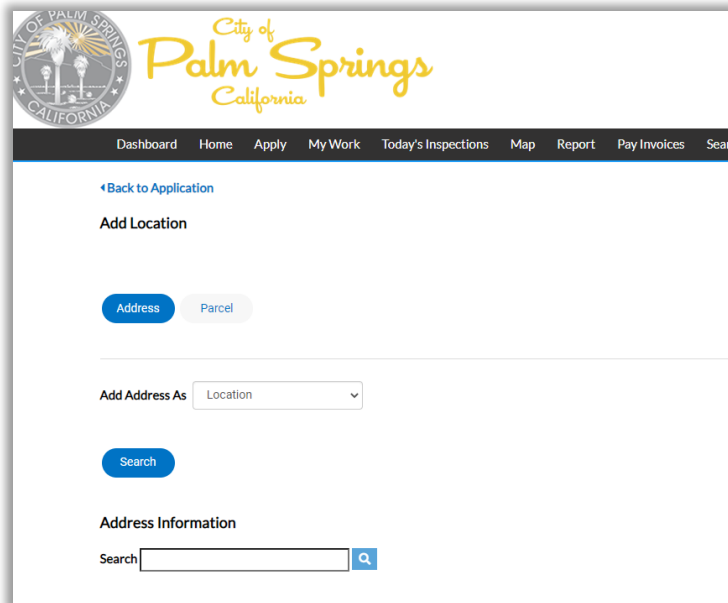
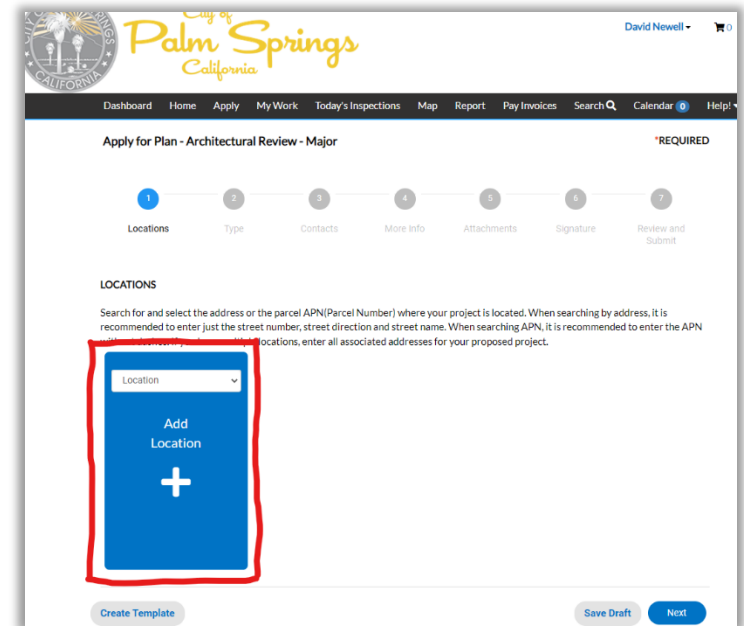


2. When on the Application Assistant page, click *PLANS* on the right side of the page in order to filter the view and show only Planning and Engineering Applications (this can be further filtered by clicking *Planning* under the Plans tab on the left side of the page – see image below). Locate the application by scrolling the page. Alternatively, you may search by the application type. When you find the applicable application, click *Apply*.

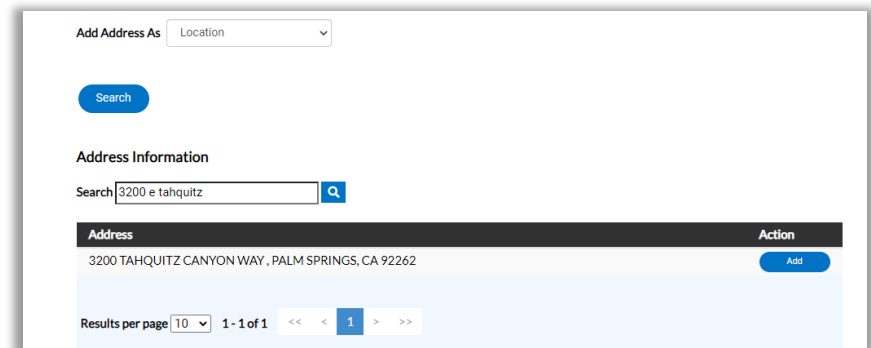
The screenshot shows the City of Palm Springs Application Assistant interface. At the top left is the City of Palm Springs logo. To the right is a 'Login or Register' link. Below the logo is a navigation bar with links: Home, Apply, Today's Inspections, Map, Report, Pay Invoices, Search, Calendar, and Help! The main heading is 'Application Assistant'. Below this is a search bar with the placeholder text 'Search for application names and keywords'. A row of filter buttons includes 'All', 'Trending', 'LICENSES', 'PERMITS', and 'PLANS'. The 'PLANS' button is highlighted in blue. On the left side, there is a 'Hide Categories' section with a list of categories: All, LICENSES (4), PERMITS (81), PLANS (82), All (82), Engineering (25), and Planning (57). The 'PLANS' category is highlighted in blue. The main content area displays three application cards, each with an icon, a category name, a description, and an 'Apply' button. The first card is for 'Accessory Dwelling Unit (Type 2)' with a house icon, category 'Planning', and description 'This application is for a Type 2 Accessory Dwelling Unit (ADU) or Junior Accessory Dwelling Unit (JADU)'. The second card is for 'Administrative Minor Modification' with a document icon, category 'Planning', and description 'Staff Review Process'. The third card is for 'Annexation' with a location pin icon, category 'Planning', and description 'A request to be annexed into the city limits of the City of Palm Springs.'

Step 1: Location

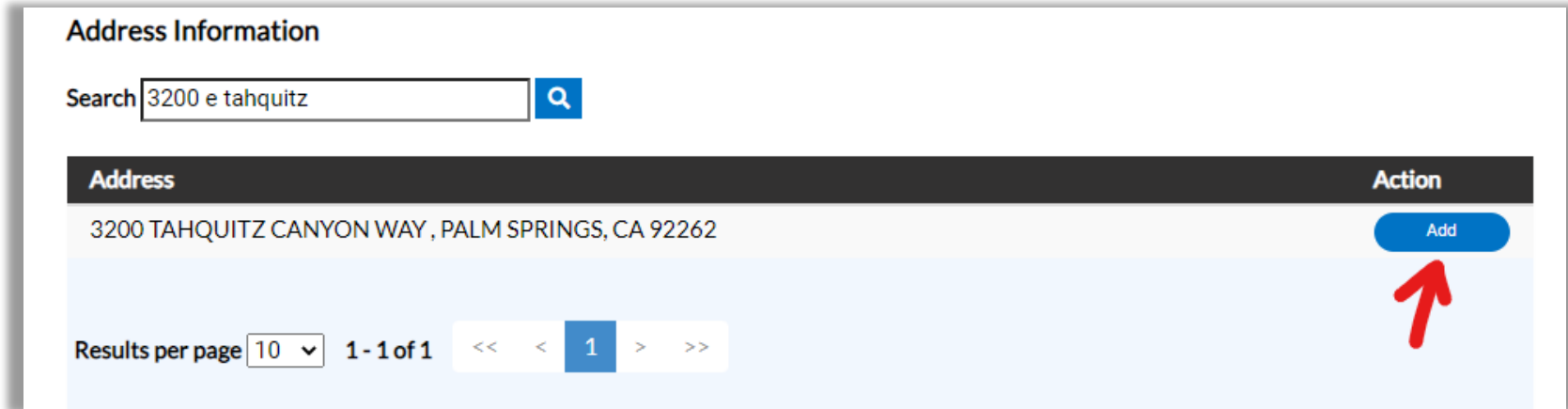
1. Locations: Click the Location card to add the location for the application. Select from the dropdown what type of address is being added. Click the Plus Sign in the center of the Add Address card (shown on the right).



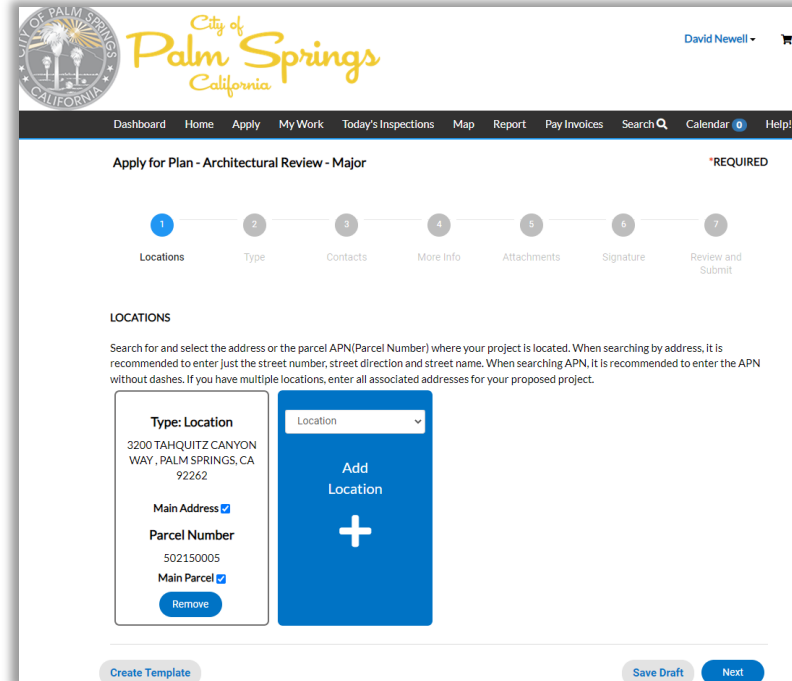
2. The Add Location page will open (left) and you will have the option to search by Address or Parcel.
3. When searching by address, it is recommended to enter just the street number, street direction and street name. When searching by Assessor Parcel Number (APN), it is recommended to enter the APN without dashes. Once the address or APN is shown, click the *Add* button to include it in the location for the application being submitted.



- Once the address or APN is shown, click the *Add* button to include it in the location for the application being submitted.



- If there are multiple addresses or APNs, click the *Plus Sign* in the center of the Add Address card again and repeat the above steps.
- Once the address(es) or APN(s) has been added to the Locations page, click *Next*.



Step 2: Type

The application type that was initially selected will default in the Plan Type field.

The screenshot shows the City of Palm Springs online application system. The header includes the city logo and name, the user name "David Newell", and a shopping cart icon. The navigation menu contains: Dashboard, Home, Apply, My Work, Today's Inspections, Map, Report, Pay Invoices, Search, Calendar, and Help. The main content area is titled "Apply for Plan - Architectural Review - Major" with a "REQUIRED" indicator. A progress bar shows 7 steps: 1. Locations (checked), 2. Type (current step), 3. Contacts, 4. More Info, 5. Attachments, 6. Signature, and 7. Review and Submit. Below the progress bar is the "PLAN DETAILS" section with the instruction: "Provide a brief description of proposed project. Fields with a red asterisk (*) are required to be completed." The form fields are: "Plan Type" (dropdown menu set to "Architectural Review - Major"), "Description" (text area containing "Construction of a new multifamily residential development consisting of 25 condominiums on a 3-acre site."), and "Square Feet" (text input field containing "37500"). At the bottom are buttons for "Back", "Create Template", "Save Draft", and "Next".

1. A description to support the details of the application type can be added in the Description memo box.
2. Enter Square Feet if applicable.
3. Click *Next*.

NOTE: Required the fields are noted with an asterisk.

Step 3: Contacts

The registrants contact information default to the first Contact card listed. Additional contacts can be added if applicable. Additionally, certain applications may have additional required contacts, such as Owner, Architect, etc.. as may be shown on the Contacts page.

1. To add additional contacts, click the Plus Sign located on the Contact Card.

Apply for Plan - Architectural Review - Major *REQUIRED


Progress: 1 2 3 4 5 6 7

Locations Type **Contacts** More Info Attachments Signature Review and Submit

CONTACTS

You will already be listed as the applicant of your proposed project. Add any additional contacts that will collaborate on this project. You can only add contacts who are already registered unless you manually enter them as contacts. You may choose to add contacts at any time during this project.

Applicant



David Newell (You)
City of Palm Springs
3200 East Tahquitz Canyon Way , Palm Springs, CA , 92262

Owner

Add Contact

+

REQUIRED

Select Type ▼

Add Contact

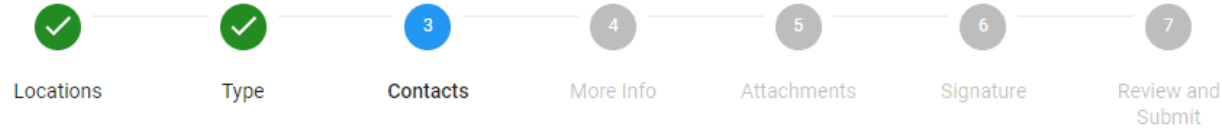
+

Back Create Template Save Draft Next

2. Click the dropdown arrow to select the Contact Type applicable to the contact

Apply for Plan - Architectural Review - Major

*REQUIRED



CONTACTS

You will already be listed as the applicant of your proposed project. Add any additional contacts that will collaborate on this project. You can only add contacts who are already registered unless you manually enter them as contacts. You may choose to add contacts at any time during this project.

<p>Applicant</p> <p>David Newell (You) City of Palm Springs 3200 East Tahquitz Canyon Way , Palm Springs, CA , 92262</p>	<p>Owner</p> <p>David Newell(You) City of Palm Springs 3200 East Tahquitz Canyon ...</p> <p>Remove</p>	<p>Architect</p> <p>ABC Design John Smith</p> <p>Remove</p>	<p>Select Type ▾</p> <p>Select Type</p> <ul style="list-style-type: none">ApplicantArchitectEngineerLandscape ArchitectOwner <p>+</p>
--	--	---	---

Back

Create Template

Save Draft

Next

3. In the search box, type in Name, Email, or Company name and click Search to search Global Contacts in Enterprise Permitting and Licensing for an existing contact. If the person, email, or company is an existing contact click Add to add the contact to the application.

Add Contact

Add Contact As

- Applicant
- Architect
- Engineer**
- Landscape Architect
- Owner

Search

Search

Search

Sort

Favorite	First Name	Last Name	Address	Company	Action
<input type="button" value="☆"/>	Test	Work		City of Palm Springs	<input type="button" value="Add"/>

4. If the contact does not exist in Global Contacts, click *Enter Manually*, and fill in the required fields and click *Submit*.

Add Contact As

Enter Manually

* First Name

5. Click *Next*.

Step 4: More Info

The More Info page includes various fields for adding additional information that is specific to each application type. Please fill in the information needed, and some fields may be required.

1. Enter information as needed or required, scrolling down the page if necessary.
2. Click *Next* (found at bottom of page).

Apply for Plan - Architectural Review - Major *REQUIRED

Locations Type Contacts **More Info** Attachments Signature Review and Submit

MORE INFO

Complete the required fields.

General [Next Section](#) | [Top](#) | [Main Menu](#)

*Project Type

Subdivision Name

Census Tract

*Existing Zoning

*General Plan Designation

Step 5: Attachments

The Attachments step is where you will upload plan files or documents that needed or required for the application process.

1. Click the *Add Attachment* card to open Windows Explorer.
2. Click to insert or drag files into the Add Attachment card.

NOTE: Certain application types may have required documents that must be attached to save. eReviews used in conjunction with Bluebeam require a PDF file type. Bluebeam only allow PDF file type.

The screenshot shows a progress bar at the top with six steps: Locations, Type, Contacts, More Info, Attachments (highlighted with a blue circle and the number 5), and Signature (highlighted with a grey circle and the number 6). Below the progress bar, the 'Attachments' section is titled and includes the instruction: 'Please attach any required and/or supporting documents. Make sure all exhibits are in PDF format.' There are six blue cards arranged in two rows of three. The top row contains 'Color and Material Samples Exhibit', 'Elevations', and 'Floor Plan'. The bottom row contains 'Justification Letter', 'Landscape Plan', and 'Perspectives'. Each card has an 'Add Attachment' button with a white plus sign and the text 'Supported: .pdf'. The 'Color and Material Samples Exhibit', 'Elevations', and 'Floor Plan' cards also have a 'REQUIRED' label at the bottom. Information icons (i) are present in the top right corner of the 'Color and Material Samples Exhibit' and 'Landscape Plan' cards.

3. After adding all files, click *Next*.

Step 6: Signature

The Signature step allows the user to consent electronically for the application.

1. Type the user's name in the first field.
2. Toggle the Enable Type Signature to the right, type name again and the signature fill in the final field or
3. Leave the Enable Type Signature toggled to the left and draw the signature in the signature field.
4. Click *Next*.

Apply for Plan - Architectural Review - Major *REQUIRED

Progress: Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments ✓ **Signature 6** Review and Submit 7

SIGNATURE

I certify that the information supplied in this application is true and correct to the best of my knowledge. I understand that I am required to sign this application, and I hereby agree that by entering my name or signing in the space below, I intend it to have the same effect as my written signature.

* Please type your name as consent to electronically sign this application.

Enable Type Signature

David Newell
May, 09 2023

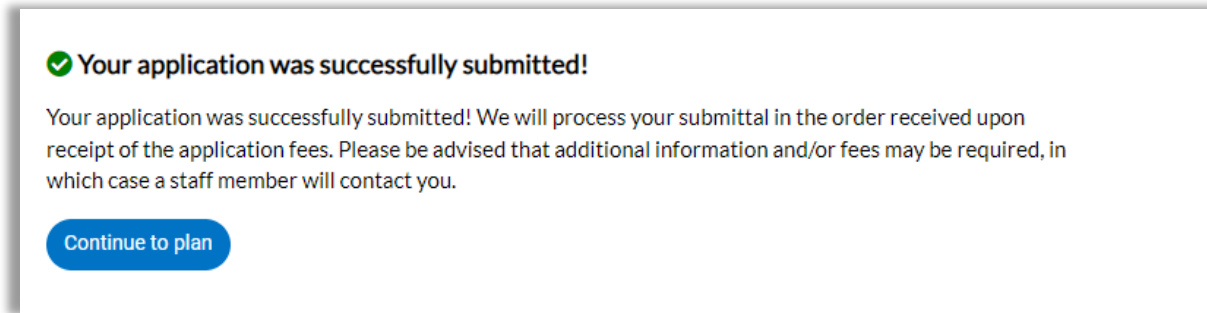
X *John Doe*

Buttons: Back Create Template Save Draft Next

Step 7: Review and Submit

At this step, you will have the opportunity to review all information entered or provided in Steps 1 through 6. In the Signature step, on the Location Screen, the user may input addresses and parcels.

1. If the application is complete and accurate click Submit at the bottom of the page. However, if the information is incomplete and needs to be finished later, you may click *Save Draft*. You will be able to click the Draft status circle on the Dashboard to resume their application.
2. Once an application has been submitted, a Success page displays. The citizen may click the *Continue To plan* button or add any fees that have been invoiced to their shopping cart to proceed to payment (if a fees window shows fees due). If a fees due window is not shown, the city will review your application and invoice the amount due at a later time.



3. The next page is the dashboard for your application and should be checked regularly. It includes your application case number, invoices, and other information important to the status of the application.

