



CITY OF PALM SPRINGS PLANNING DEPARTMENT APPLICATION CONDITIONAL USE PERMIT

APPLICANT'S REQUIRED MATERIAL CHECKLIST

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

	Applicant Only	City Use Only
Application Information:		
• General Information Form + Conditional Use Permit Form	<input type="checkbox"/>	<input type="checkbox"/>
• Justification Letter	<input type="checkbox"/>	<input type="checkbox"/>
• Written statement listing all officers of a Corporation/Partnership/LLC.	<input type="checkbox"/>	<input type="checkbox"/>
• Public hearing labels (3 sets) <u>Must be submitted (hard copy)</u>	<input type="checkbox"/>	<input type="checkbox"/>
 Site Information:		
• Site Plan: (Minimum scale 1/8 inch = 1 foot)	<input type="checkbox"/>	<input type="checkbox"/>
• Landscape Plan: (Minimum scale 1/8 inch = 1 foot)	<input type="checkbox"/>	<input type="checkbox"/>
• Landscape legend with plant types, sizes, and quantities	<input type="checkbox"/>	<input type="checkbox"/>
• Parking lot shading exhibit (93.06.00(C)(3)(a))	<input type="checkbox"/>	<input type="checkbox"/>
• Grading Plan (Scale 1inch = 20 feet or 1inch = 40 feet)	<input type="checkbox"/>	<input type="checkbox"/>
• Site cross-section (Minimum 1/4 inch = 1 foot)	<input type="checkbox"/>	<input type="checkbox"/>
• Site photographs	<input type="checkbox"/>	<input type="checkbox"/>
• Topographic Map (Scale 1inch = 20 feet/ 1inch = 40 feet) On Site Plan <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Drainage Plan (see above scaling) On Site Plan <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Exterior Lighting Plan (1/8 inch = 1 foot) On Site Plan <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Photometric Plan)		
 Architectural Information:		
• Building Elevations: (1/4 inch = 1 foot)	<input type="checkbox"/>	<input type="checkbox"/>
• Floor Plan:(1/4 inch = 1 foot)	<input type="checkbox"/>	<input type="checkbox"/>
• Roof Plan: (1/4 inch = 1 foot)	<input type="checkbox"/>	<input type="checkbox"/>
• Color and material sample board	<input type="checkbox"/>	<input type="checkbox"/>
• Perspective or 3-D images	<input type="checkbox"/>	<input type="checkbox"/>
• <u>Electronic complete application package consisting of all listed materials in PDF</u>		
 Studies and Reports (when applicable):		
• CEQA documentation	<input type="checkbox"/>	<input type="checkbox"/>
• Hydrology Study	<input type="checkbox"/>	<input type="checkbox"/>
• Proof of ownership (Title Report)	<input type="checkbox"/>	<input type="checkbox"/>
• Traffic Study	<input type="checkbox"/>	<input type="checkbox"/>