

**CITY OF PALM SPRINGS
PLANNING DEPARTMENT APPLICATION
MAJOR ARCHITECTURAL**

APPLICANT'S REQUIRED MATERIAL CHECKLIST

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

	Applicant Only	City Use Only
Application Information:		
• General Information Form + Major Architectural 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"/>
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 – Hillside Required (Minimum scale 1 inch = 20 feet/1inch= 40 feet)	<input type="checkbox"/>	<input type="checkbox"/>
• Site cross-section – Hillside show adjacent pad heights FF elevation (Minimum scale 1/8 inch = 1 foot)	<input type="checkbox"/>	<input type="checkbox"/>
• Site photographs:	<input type="checkbox"/>	<input type="checkbox"/>
• Topographic Map – Hillside Required (Minimum scale 1 inch = 20 feet/1inch= 40 feet)	<input type="checkbox"/>	<input type="checkbox"/>
On Site Plan		
• Drainage Plan (see above scaling)	<input type="checkbox"/>	<input type="checkbox"/>
On Site Plan		
• Exterior Lighting Plan (1/8 inch = 1 foot) (Photometric Plan)	<input type="checkbox"/>	<input type="checkbox"/>
On Site 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"/>