

**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 Only	City Use Only
Application Information:		
• General Information Form + Variance Form	<input type="checkbox"/>	<input type="checkbox"/>
• Justification Letter	<input type="checkbox"/>	<input type="checkbox"/>
Site Information:		
• Site Plan: (Minimum scale 1/8 th inch = 1 foot)	<input type="checkbox"/>	<input type="checkbox"/>
• Site photographs: 8 1/2" x 11"	<input type="checkbox"/>	<input type="checkbox"/>
Architectural Information:		
• Building Elevations: (Minimum scale (1/4 inch = 1 foot)	<input type="checkbox"/>	<input type="checkbox"/>
• Color and material sample board	<input type="checkbox"/>	<input type="checkbox"/>
• <u>Electronic complete application package consisting of all listed materials in PDF</u>		
Miscellaneous Exhibits:		
• Public hearing labels (3 sets) <u>Must be submitted (hard copy)</u>	<input type="checkbox"/>	<input type="checkbox"/>
• Project sponsor labels (if any – 3 sets)	<input type="checkbox"/>	<input type="checkbox"/>