



CITY OF PALM SPRINGS

DEPARTMENT OF PLANNING SERVICES

DEVELOPER NEIGHBORHOOD PROCEDURES

The City of Palm Springs strongly recommends that project applicants meet with surrounding property owners and Neighborhood Organizations located in or near the project to solicit input in the beginning stage of the design and development process.

Some of the benefits that can result from early consultation with the neighbors:

- Neighborhood feedback can strengthen projects and add value to final results.
- Neighborhood feedback may prevent problems at a later stage in the development process, often avoiding expensive delays.
- The Planning Commission and the City Council prefer to know that development applicants have contacted Neighborhood Organizations and sought their input.

APPLICANT'S STEPS TO TAKE FOR ANY NEIGHBORHOOD MEETING:

SETTING UP

- Meeting should be held at least 7 days prior to the Architectural Advisory Committee or Planning Commission meeting (whichever comes first).
- Determine a place and time for your meeting, within the following guidelines:
 - Time: Start between 5:30 p.m. – 6:30 p.m.
 - Days: Monday, Tuesday, or Thursday only.
 - Place: Use a commercial or public location (not a private residence), as close as possible to the project location, and located within the city.
- Prepare notice with contents:
 - a. Thorough description of proposed project. Include "From . . . To . . .," street address and / or Assessor Parcel Number.
 - b. Date of meeting.
 - c. Time of meeting: Provide a start time, but do not list an end time.

- d. Place of meeting: Include room number / name and directions.
 - e. Contact name and phone number for night of meeting for directions / questions (contact number must be available up to and during the time of the meeting).
 - f. Tentative date of Architectural Advisory Committee or Planning Commission meeting.
- Fax or E-notice meeting information to the Department of Planning Services 760-322-8360. City staff will assess for suitability of time and location. Approval or corrections to notice will be faxed back within 1-2 working days.

MAILING

- Approved notices are to be mailed to all property owners and Lessees and Sub-Lessees (as recorded with the Riverside County Assessor's office) within five hundred (500') of subject property and electronically mailed to City of Palm Springs registered Neighborhood Organizations within one half mile of subject property.
- Notices should be postmarked at least 10 days prior to the neighborhood meeting date.

MEETING

- Applicant and/or representative(s) to conduct the meeting, answer questions and open and close the facility. City staff will attend, but only to monitor.
- Applicant to have someone available to answer the phone number given at least one half (1/2) hour before and after the start time regardless of attendance.
- Applicant to remain on-site at least one half (1/2) hour after the start time regardless of attendance.

STAFFING

- City staff will attend the meeting to observe only. They will be available to answer technical questions as necessary

FILING

- Applicant to complete the Neighborhood Meeting Affidavit indicating time and date of meeting and attach the mailing list used along with a copy of the notice.
- Deliver affidavit and mailing list to the Department of Planning Services, at least seventy-two (72) hours prior to the Architectural Advisory Committee or Planning Commission meeting (whichever comes first).