



PLANNING DEPARTMENT
 Voice - (760) 770-0370
 Fax - (760) 202-1460
 Email – planning@cathedralcity.gov
 68-700 Avenida Lalo Guerrero - Cathedral City, CA 92234

(Staff Use Only)

Case No.:

Related Case(s):

DEVELOPMENT APPLICATION FORM

The completeness of this application, which includes accompanying plans, shall be subject to the review of the Planning Department and Development Services Committee. This application is used for a variety of application processes and not all items may apply to your project. If you feel a requirement is not applicable to your project, write "N/A." If you have any questions while completing this application please ask a member of the Planning Department for assistance. Incomplete applications will not be accepted (or the process may be delayed.) **(PLEASE PRINT OR TYPE)**

CHECK APPLICATION TYPE(S) REQUESTED:

- | | | |
|---|--|---|
| <input type="checkbox"/> Conditional Use Permit (\$2,170) | <input type="checkbox"/> CEQA Exemption (Separate check: \$64) | <input type="checkbox"/> Tentative Parcel Map (\$2,170) plus \$19 a lot |
| <input type="checkbox"/> CUP - Revision (\$1,540) | <input type="checkbox"/> Negative Declaration (\$1,540) | <input type="checkbox"/> Revised Parcel/Tract Map (\$1,030) |
| <input type="checkbox"/> Design Review (\$2,270) | <input type="checkbox"/> Planned Unit Development (\$3,190) | <input type="checkbox"/> Reversion to Acreage (\$2,170) |
| <input type="checkbox"/> Design Review - Revision (\$1,140) | <input type="checkbox"/> PUD - Amendment (\$2,000) | |
| <input type="checkbox"/> Environmental Impact Report (\$15,000) | <input type="checkbox"/> Tentative Tract Map (\$2,980) plus \$19 a lot | |

PROJECT SUMMARY:

Project/Business Name (if any):		
Project Description (add extra page(s) if needed):		
Property Address/Location:		
Assessor's Parcel Number(s):		
Total Gross Lot Area:		Total Net Lot Area:
Existing General Plan Designation:		Existing Zoning Designation:
Existing Uses and/or Structures on Site:		
Surrounding Uses:	North:	South:
	East:	West:

PROJECT REPRESENTATIVE(S):

APPLICANT/ REPRESENTATIVE Name:		Telephone No.:	
Address:		Fax No.:	
City:	State:	Zip Code:	
Contact Person:		E-mail Address:	
I certify under penalty of perjury that all the application information is true and correct:			
Applicant's Signature:			Date: _____

PROPERTY OWNER/ AGENT Name:		Telephone No.:	
Address:		Fax No.:	
City:	State:	Zip Code:	
Contact Person:		E-mail Address:	

The City will provide the applicant with hearing notices and staff reports unless another party is identified.

Date/Time Received:	Received By:	Amount Received:	Receipt No(s):
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I, _____ am the owner of the property described in this application and hereby authorize

 Print Name
 _____ to act on my behalf on matters pertaining to this application.
 Applicant/Representative Name

Property Owner's Signature: _____ Date: _____

Note: If more than one owner, a separate page must be attached listing the names and addresses of all persons (if a corporation, list officers, and principals) having interest in the property ownership.

ARCHITECT Name:	Telephone No.:	
Address:	Fax No.:	
City:	State:	Zip Code:
Contact Person:	E-mail Address:	

ENGINEER Name:	Telephone No.:	
Address:	Fax No.:	
City:	State:	Zip Code:
Contact Person:	E-mail Address:	

APPLICANT AGREEMENT AND REIMBURSEMENT AGREEMENT:

Processing of this application will not begin unless this application is complete and all signatures are provided:

I, the undersigned as project Applicant or Representative of the project Applicant, hereby authorize the City of Cathedral City to review the submitted plans and specifications for this Application in accordance with the Cathedral City Municipal Code. I am herewith depositing \$_____ to cover staff review, coordination, processing costs, noticing, and materials.

I understand that if the final cost is less than the deposit amount, the unused portion of the deposit will be refunded upon written request. I further understand that if the costs are more than the deposit fee, I shall pay the balance due within 30 days of receiving an invoice from the City. I also understand that the City will cease processing my Application(s) until the deposit is brought current.

Pursuant to the Fee Schedule, Applications may only be processed if all billed fees and charges for processing the Application(s) have been paid. If in the course of processing such Application request(s), the Application(s) billed fees and charges have not been paid, the City will after a hearing deny the Application(s) based upon the Applicant's failure to provide said Application fees and charges as required by this Application.

Applicant(s) acknowledge and agree that by filing this application, and under the authority of Government Code Section 65105, that in the performance of their functions, City staff may enter upon the subject property and make examinations and surveys, provided that the entries, examinations and surveys do not unreasonably interfere with the use of the land by those persons lawfully entitled to the possession thereof.

Applicant(s) certify under penalty of perjury that I am the legal owner(s) (all individual owners must sign as they appear on the deed to the land), Corporate Officer(s) empowered to sign for the corporation, Owner's Legal Agent having power of Attorney (a notarized Power of Attorney document must accompany this application), or the owner's authorized representative (include a notarized consent form from the owner).

Applicant(s) acknowledge and agree that I have included all of the required items and understand that missing items may result in delaying the processing of my application.

Applicant(s) agree to defend, indemnify and hold harmless the City of Cathedral City ("City") and its agents, officers, consultants, independent contractors and employees ("City's Agents") from any and all claims, actions or proceedings against the City or the City's Agents to attack, set aside, void, or annul an approval by the City, or the City's Agents concerning the Project (collectively "Claim"). The City shall promptly notify the Applicant of any Claim and the City shall cooperate fully in the defense. If the City fails to promptly notify the Applicant of any Claim or if the City fails to cooperate fully in the defense, the Applicant shall not thereafter be responsible to defend, indemnify, or hold harmless the City. Nothing in this paragraph shall obligate the City to defend any Claim and the City shall not be required to pay or perform any settlement arising from any such Claim not defended by the City, unless the settlement is approved in writing by the City. Nothing contained in this paragraph shall prohibit the City from independently defending any Claim, and if the City does decide to independently defend a Claim, the City shall bear its own attorney's fees, expenses of litigation and costs for that independent defense. The Applicant may agree to reimburse the City for attorney's fees, expenses of litigation and costs for that independent defense. Should the City decide to independently defend any Claim, the Applicant(s) shall not be required to pay or perform any settlement arising from any such Claim unless the settlement is approved by the Applicant.

This Application shall be a public record.

IT IS SO AGREED:

Name of Applicant (Print)

Applicant's Signature

Date

LETTER OF CERTIFICATION

State of California
County of Riverside
City of Cathedral City

I, _____ hereby certify that attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County of Riverside within the area described and for a distance of three hundred feet (300') from the exterior boundaries of property legally described as:

I/we certify (or declare under penalty of perjury under the laws of the State of California) that the foregoing is true and correct.

Print Name _____

Signature _____

QUALIFIED MAP/LIST PREPARERS

The businesses listed below provide property ownership information and radius maps. Please note that the list is for reference only and that Staff does not provide referrals or imply endorsement of any business.

Donna's Radius Maps 684 S. Gentry Lane Anaheim Hills, CA 92807 (714) 921-2921	T-Square Mapping Services 969 S. Raymond Ave. Floor No. 2 Pasadena, CA 91105 (626) 403-1803
Advance Listing Services P.O. Box 2593 Dana Point, CA 92624 (949) 361-3921	NotificationMaps.com 23412 Moulton Parkway, Suite 104 Dana Point, CA 92624 (866) 752-6266
Kimberly Wendell P.O. Box 264 Los Alamitos, CA 90720 Los Angeles, CA 90045 (562) 431-9634	TMG Solutions Inc. 6733 Sepulveda Blvd. #265 Los Angeles, CA 90045 (310) 337-7290
Notice This 301 Forest Ave. Laguna Beach, CA 92651 (949) 494-9218	Susan Case Inc 917 Glenneyre St. #7 Laguna Beach, CA 92651 (949) 494-6105
Ownership Listing Service P.O. Box 890684 Temecula, CA 92589-0684 (951) 699-8064	Radius Maps 211 S. State College Blvd. #5 Anaheim, CA 92806 (888) 272-3487



Development Application Requirement Matrix

	Conditional Use Permit/Design Review	Tentative Tract Map	Parcel Map	Planned Unit Development	Appeal
Completed and Signed Development Application	✓	✓	✓	✓	✓
Copy of Fee Receipt	✓	✓	✓	✓	✓
The complete set of plans shall be collated, stapled, folded to a size between 8 ½" x 11" to 8 ½" x 14". Please Note: Rolled plans will not be accepted. As the project goes through the review process, additional sets of plans may be requested. See the column to the right for the number of sets of plans your application will require.	10	10	10	10	10
<u>SITE PLAN Requirements</u> All Site Plans shall have a minimum scale of 1 inch = 40 feet and the scale (drawing or graphic) and north arrow shall be clearly shown on the plans. Please see the Planning Department if you desire any other scales on your plans.	✓	✓	✓	✓	✓
The Title Block on all plans shall include the following: <ul style="list-style-type: none"> ➤ Name, address, phone, E-Mail, and Fax of applicant, person responsible for preparing the plans, owner of record, and project engineer and/or architect. ➤ Legal Description for Tentative Tract and Parcel Maps only ➤ Site address ➤ Assessor's Parcel Number of Site 	✓	✓	✓	✓	✓
Small scale vicinity map with location of property in relation to major streets (need not be to scale) with a north arrow. This should be placed on the first page of the plans.	✓	✓	✓	✓	✓
Names of utility purveyors and location of existing known public utilities including sewer, water, gas, cable, solid waste, telephone, etc.	✓	✓	✓	✓	✓
Provide building setback dimensions from all property lines and from any other structure on site.	✓			✓	✓
Provide names and Land Uses of Adjacent Properties	✓	✓	✓	✓	✓
Provide property lines, distance from property line to center line of the street; dedicated rights-of-way, typical street sections, easements on the site and location of adjacent structures and property	✓	✓	✓	✓	✓

The above matrix defines the requirements for each application. All applications shall submit 10 sets of plans prior to Development Services and then submit the required number of plans incorporating any feedback from the City. Any Appeal Application should satisfy the original application requirements and submit 12 additional copies of the Plans to the City Council. These requirements are generic and the Planning department can add specific requirements to any proposal. Please contact staff for any questions.



Development Application Requirement Matrix

	Conditional Use Permit/Design Review	Tentative Tract Map	Parcel Map	Planned Unit Development	Appeal
improvements within fifty (50) feet of the subject property.					
Provide location, size, shape, height, and use of all structures on the site including any proposed or existing fencing, gates, walls, driveways, and curbs.	✓	✓	✓	✓	✓
Provide location of mail boxes (if applicable), loading areas, trash enclosures, and landscape areas.	✓	✓	✓	✓	✓
Provide location and names of all streets, alleys, easements, and rights-of-way providing legal access to the property.	✓	✓	✓	✓	✓
Provide any land or right-of-way to be dedicated.	✓	✓	✓	✓	✓
Provide the location of all utility poles and street lights on and adjacent to the property.	✓	✓	✓	✓	✓
Show location of all existing fire hydrants, catch basins, gutters, and water main sizes within 200 feet of the project.	✓	✓	✓	✓	✓
Indicate parking lot dimensions and pavement indicators such as loading zones, pedestrian walkways, directional arrows, etc., including parking stall sizes, and accessible parking stall and access.	✓			✓	✓
Elevations shall show all dimensions and all sides of the structure.	✓			✓	✓
Provide a roof and floor plan with dimensions.	✓			✓	✓
Provide a cross-section(s) showing roof mounted equipment or projections, and method of screening from public view.	✓			✓	✓
Indicate building materials and textures on the plans and provide a Material Board and Color Palette not to exceed 8 ½" by 11".	✓			✓	✓
Indicate location of proposed signs, including address numbers, on building elevation with dimensions for preliminary review (final review and approval of signs requires a separate application).	✓			✓	✓
The Landscape Plans should include the following: staking detail with arbor guards if they are in a turf area, use of drought tolerant materials, use of concrete mow strip between turf and other surfaces, clear indication where landscaping will be used to screen mechanical, electrical, or irrigation equipment.	✓			✓	✓
Landscape Legend that shall include a specific symbol for each of the species of landscape material used, its frequency, caliper size, gallon and/or box size, and whether it is deciduous or evergreen including the percentage.	✓			✓	✓
Existing and proposed pad elevations	✓	✓	✓	✓	✓
Approximate grades of proposed roads and street center lines	✓	✓	✓	✓	✓
Identify all curve radii	✓	✓	✓	✓	✓
Show existing contours with maximum interval as follows:	✓	✓	✓	✓	✓



Development Application Requirement Matrix

		Conditional Use Permit/Design Review	Tentative Tract Map	Parcel Map	Planned Unit Development	Appeal
Slope Less than 2% 2 - 10% Greater than 10%	Interval 2' 4' 10'	✓		✓	✓	✓
Identify proposed contours and spot elevations		✓	✓	✓	✓	✓
Identify land subject to overflow, inundation, or flood hazard. (If such conditions exist, additional information may be required by the Engineering Department.)		✓	✓	✓	✓	✓
Show drainage plan to control on-site and off-site storm runoff, water courses, channels, existing culverts, and drain pipes, including existing and proposed facilities for control of storm waters, data as to amount of runoff and the approximate grade and dimensions of proposed facilities.		✓	✓	✓	✓	✓
Show drainage plan to control on-site and off-site storm runoff, water courses, channels, existing culverts, and drain pipes, including existing and proposed facilities for control of storm waters, data as to amount of runoff and the approximate grade and dimensions of proposed facilities.		✓	✓	✓	✓	✓
Show on the project site map the physical setting of the site, including general topography; types of animal and plant life present; and locations of rock outcroppings, mature trees, areas of dense brush, etc.; existing structures, trails, and other surface features; any drainage courses, sumps, etc.; easements and other rights-of-way which may affect future development. Geologic and hydrological features, such as fault and flood zones shall be shown on the plan.		✓	✓	✓	✓	✓
One set of full size colored building elevations and Landscape Plans		✓			✓	
Assessor's Parcel Map(s) of the project site indicating all parcels within 300 feet of the exterior boundaries of the project property. Pad Sites in a Shopping Center shall measure from the perimeter of the shopping center site. Indicate the radius line and the project property on the map. Some application types have different distance requirements (see staff for your radius requirement).		✓	✓	✓	✓	✓
2 sets of gummed mailing labels and one 'paper' copy which contain the names, addresses, and parcel numbers of property owners within a 300 foot radius of the exterior boundaries of the subject property. Said list shall be certified by company on the attached form provided by the City. If any property is owned by the U.S. Government in trust for an Indian Tribe, a subsequent list of the names and addresses of the individual Native American owner(s) shall be obtained by the applicant from the Bureau of Indian Affairs and signed by the Director of Indian Affairs or his authorized representative. Some applications may have different distance requirements. For grouped applications you need only submit the labels one time.		✓	✓	✓	✓	✓
Current Title Report including recorded easements		✓	✓	✓	✓	✓



Development Application Requirement Matrix

	Conditional Use Permit/Design Review	Tentative Tract Map	Parcel Map	Planned Unit Development	Appeal
1 Set of photos of site and adjoining properties with location and direction of the photos indicated	✓	✓	✓	✓	✓
One Legible black and white reproducible reduction of all plans (8.5" x 11") in a protective envelope	✓	✓	✓	✓	✓
Preliminary Drainage Study	✓	✓	*	✓	
Complete attached "Project Specific WQMP Summary Data Form"	✓	*	*	✓	
Preliminary Soils Study		✓	*		
A Will Serve Letter from Water Company	✓	✓			

* See Engineering Department for Specific Requirements