



# City of La Quinta

78-495 Calle Tampico  
 La Quinta, California 92253  
 PHONE: 760.777.7125 FAX: 760.777.1233

**SITE DEVELOPMENT PERMIT**

## **SECTION A - APPLICATION SUBMITTAL REQUIREMENTS**

<b>APPLICATION SUBMITTAL REQUIREMENTS – INITIAL (TO BE COMPLETED BY CITY STAFF)</b>					
Submitted	Complete	Each of the following items is required for submittal unless a waiver is granted by City Staff. Any waiver must be confirmed by initialing of this form by the person granting the waiver prior to submittal. Please see Section B for the description and completion requirements of each item.	# of paper copies	# of E-copies in PDF format (on CD-ROM)	Waiver OK'd by (initials)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>FILING FEES</b>			
		Filing Fees Paid			
<b>APPLICATION INFORMATION</b>					
		Application	0	NA	NA
		Site Photographs	0	1	
		Environmental Information Form	0	1	
<b>PLAN SET</b>					
		Index Sheet	0	1	NA
		Site Plan Sheet	0	1	NA
		Preliminary Landscape Plan Sheet	0	1	
		Exterior Lighting Plan Sheet	0	1	
		Building Elevations and Renderings Sheets	0	1	
		Roof Plan Sheet	0	1	
		Floor Plan Sheet	0	1	
<b>PRIMARY REPORTS/STUDIES/EXHIBITS</b>					
		Materials Board	0	1	
		Preliminary Title Report	0	1	
		Preliminary Precise Grading Plan	0	1	
		Preliminary Water Quality Management Plan	0	1	
		Preliminary Hydrology Report	0	1	
		Traffic Analysis	0	1	

**SUPPLEMENTAL REPORTS/STUDIES (Unless determined as part of a pre-application review meeting with Planning Division staff, the requirement of the below listed reports and studies will be determined following review of the submitted project description and Environmental Information Form)**

	Biological Report	0	1	
	Cultural/Archaeological Report	0	1	
	Paleontological Report	0	1	
	Geotechnical Report	0	1	
	Noise Study	0	1	

Submittal waivers may be obtained through staff consultation, a pre-submittal meeting, or a conceptual plan review application. **No applications will be accepted by mail.**

### SUBMITTAL REQUIREMENTS - PRIOR TO HEARING

Submitted	The following items are to be submitted after the project is scheduled* for Planning Commission review and must be received by the Planning Division at least five (5) working days prior to the scheduled ALRB meeting date.	# of paper copies	# of E-copies in PDF format (on CD-ROM)
<input type="checkbox"/>	CEQA Filing Fees	1	NA
<input type="checkbox"/>	Public Notification Package	1	1
<input type="checkbox"/>	Bound 11"x17" reduction of complete final colored Plan Set	15	1
<input type="checkbox"/>	Full size (not to exceed 24"x36") complete final colored Plan Set	10	NA

***If these required items are not received by the Planning Division by the end of the day five (5) working days before the scheduled ALRB meeting date, the project's review will be re-scheduled for a later date.***

## **SECTION B – SUBMITTAL ITEM DESCRIPTIONS**

### **FILING FEES**

**Filing Fees:** Application related filing fees are to be paid at the time of application while CEQA related fees are to be paid at the time the application is deemed complete. As part of the submittal process the receipt showing payment of fees which will be copied and submitted along with the other application materials.

**REQUIRED AT TIME OF APPLICATION SUBMITTAL**

Site Development Permit Application Fee: *See Master Fee Schedule*  
 Environmental Assessment Review Fee: *See Master Fee Schedule*

REQUIRED AT TIME APPLICATION IS DEEMED COMPLETE

Environmental Documentation Preparation: Amount\*, if any, is dependent on the Environmental Assessment and will be based on the full cost of preparing the required documentation (Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report). The environmental documentation required as well as the amount of a required deposit will be identified in the City's Letter of Completion issued at the time the application is deemed complete. If the project is deemed to be exempt from CEQA there will not be a documentation preparation fee.

REQUIRED AT TIME APPLICATION IS SCHEDULED FOR PUBLIC HEARING

CEQA Filing Fee: Contact Planning Division for updated fee\*\*  
State Department of Fish & Game Fee: This fee will be identified in the City's Letter of Completion issued at the time the application is deemed complete. If the project is deemed to be exempt from CEQA there will not be a fee.\*\*

\* Payable to City of La Quinta

\*\* Separate check payable to County of Riverside

*Please direct any questions to the Planning Division at (760) 777-7125.*

## **CONCEPTUAL PLAN REVIEW**

Although not required, it is strongly encouraged that all applicants take advantage of the City's Conceptual Plan Review Application. This application can greatly shorten the time required to complete the City's review and approval process by identifying important proposed design and site specific issues that may be in conflict with City policies and regulations or may require the preparation of additional focused information in order to complete the review. The early identification of these issues significantly improves the review process and often results in a better designed project approved in a shorter amount of time with fewer costly redesigns and resubmittals.

*Please contact the Planning Division at (760) 777-7125 for more information.*

## APPLICATION INFORMATION

**Application:** A Planning application form complete with all requested information and original signatures in Sections A and B provided.

*Please direct any questions to the Planning Division at (760) 777-7125.*

**Site Photographs:** Provide one aerial view, at least one panoramic view of each side of the site, and specific views of any relevant or unusual features of the site.

*Please direct any questions to the Planning Division at (760) 777-7125.*

**Environmental Information Form:** All applicants must complete an Environmental Information Form and submit the associated fee unless it is determined by the Planning Division that the proposed project will likely be exempt under CEQA guidelines and subsequently waives this requirement. – A pre-application meeting or consultation with Planning Division staff prior to application submittal is necessary to determine if a project is eligible for a waiver of this requirement and its associated Environmental Assessment Review fee.

*Please direct any questions to the Planning Division at (760) 777-7125.*

## PLAN SET

**Plan Set:** A complete Plan Set shall contain one copy of each required sheet, map or plan in the order listed below, stapled together in the order prescribed as a comprehensive set, and folded so that the folded size does not exceed 9"x12", rolled plans will not be accepted unless specifically approved for large projects. All maps/plans/sheets shall be drawn on uniform sheets no greater than 24"x36" (or as approved by the Planning Division prior to initial submittal). Each sheet shall be drawn clear and legible, be accurately scaled, fully dimensioned, drawn at the same scale unless otherwise instructed, and include all the information as described in this section for each particular item.

### Order of Plan Set Contents

1. Index Sheet
2. Site Plan Sheet
3. Preliminary Landscape Plan Sheet
4. Exterior Lighting Plan Sheet
5. Building Elevations and Renderings Sheet
6. Roof Plan Sheet
7. Floor Plan Sheet

**1. Index Sheet** The Index Sheet is the Plan Set's cover sheet and shall contain the following information:

- Title block located in the lower right-hand corner of the map which contains the following information and is readily visible when folded:
  - name of project
  - plan sheet identification number (such as I1 for Index, Sheet 1)
  - initial date of drawing and any subsequent revisions
  - name, address, and telephone number of person preparing map
  - name, address, and telephone number of owner, applicant, and/or agent

- A data table formatted in the following order:
    - assessors Parcel Number(s) (book, page and parcel number)
    - legal description
    - existing General Plan designation (and proposed if applicable)
    - existing Zoning designation (and proposed if applicable)
    - existing Specific Plan title and land use designation (and proposed if applicable)
    - existing land use and proposed land use
    - total gross site area identified in square feet and acres
    - total net site area identified in square feet and acres
    - total building area identified in square feet and percentage of net site area
    - total parking area identified in both square feet and percentage of net site area
    - total landscaping area identified in both square feet and percentage of net site area
    - identification of parking ratios required by City code and provided
    - number of parking spaces required by City code and provided
    - number of Americans with Disabilities Act (ADA) parking spaces required & provided
    - greatest number of stories and square feet of floor area per floor
    - greatest height of any building
    - occupancy classification (per California Building Code)
    - type of construction (per California Building Code)
  - List of Plan Set sheets
  - Vicinity map identifying project boundary line and location within surrounding neighborhood.
- Please direct any questions to the Planning Division at (760) 777-7125.*

**2. Site Plan Sheet** The Site Plan shall be prepared by a qualified professional as stipulated by the California Business and Professions Code and shall include the following information:

- Title block located in the lower right-hand corner of the map which contains the following information and is readily visible when folded:
  - name of project
  - plan name and sheet identification number (such as S1 for Site Plan Sheet 1)
  - initial date of drawing and any subsequent revisions
  - name, address, telephone number, signature and credentials stamp and license number of the person preparing map.
  - name, address, and telephone number of owner, applicant, and/or agent.
- Graphic scale (engineering scale not to exceed 1" = 40')
- North arrow (typically with North facing the top of the drawing)
- Location and dimension of all:
  - property lines
  - required and actual setbacks for building to property lines and buildings to buildings
  - structures
  - landscape areas
  - drive aisles, parking stalls, and loading areas
  - pedestrian pathways, including ADA horizontal path of travel
  - trash enclosures
  - storage areas
  - on-site fuel tanks (above or below ground)
  - fire hydrants onsite and within 500' of the project site
  - walls and fences
  - public utilities
  - public improvements, include cross sections

- structures, driveways, parking areas, trees and property lines within 50' of project site's perimeter boundary
- Name, location and dimension of all adjacent public and private streets
- Type, height, and location of all street, parking and pedestrian lights
- Identification of General Plan and Zoning land use designations and existing land use of all adjacent properties
- Identify onsite circulation route(s), including drive aisle widths and interior and exterior turning radius dimensions at entries and drive aisles, for delivery and emergency vehicle access
- If the project includes any phasing of development the proposed phases, including public improvements, shall be identified on a separate site plan sheet with a table showing acreage, building square footage, number and type of units, and number of parking spaces per phase.

*Please direct any questions to the Planning Division at (760) 777-7125.*

**3. Preliminary Landscape Plan Sheet** The Preliminary Landscape Plan shall be prepared by a qualified professional as stipulated by the California Business and Professions Code and shall include the following information:

- Title block located in the lower right-hand corner of the map which contains the following information and is readily visible when folded:
  - name of project
  - plan name and sheet identification number (such as L1 for Preliminary Landscape Plan Sheet 1)
  - initial date of drawing and any subsequent revisions
  - name, address, telephone number, signature and credentials stamp and license number of person preparing map.
  - name, address, and telephone number of owner, applicant, and/or agent
  - California License Stamp
- Graphic scale (engineering scale not to exceed 1" = 40')
- North arrow (with North at the top of the drawing)
- Location of all:
  - property lines
  - structures
  - drive aisles, parking areas, and loading areas
  - pedestrian pathways (including width dimensions and identification of surface materials)
  - trash enclosures
  - storage areas
  - walls and fences
  - adjacent public and private streets (including street names)
  - structures, driveways, parking areas, and property lines within 50' of project site's perimeter boundary
  - location of all street, parking and pedestrian lights
  - all water features (including dimensions)
- Location of all landscape areas showing, through the use of graphic symbols, the location, type, and size of all proposed plants and ground cover materials

- Landscape legend which contains a key to the graphic symbols used in the drawing. A separate symbol shall be used to identify each proposed plant or tree variety by name (both common and botanical) and size. The legend shall also include the following information:
  - total square feet of proposed landscape area and the percentage of the landscape area within the total project area
  - total square feet of proposed turf area and the percentage of the turf area within the total landscape area.
  - a reference to the proposed type of irrigation system (spray, emitter, and/or drip)
  - a reference to the Final Landscape Plan's required compliance with the City of La Quinta Water Efficiency Ordinance and the Coachella Valley Water District's Landscaping and Irrigation System Design Ordinance

*Please direct any questions to the Planning Division at (760) 777-7125.*

**4. Exterior Lighting Plan Sheet** The Exterior Lighting Plan shall be prepared by a qualified professional as stipulated by the California Business and Professions Code and shall include the following information:

- Title block located in the lower right-hand corner of the map which contains the following information and is readily visible when folded:
  - name of project
  - plan name and sheet identification number (such as EL1 for Exterior Lighting Plan Sheet 1)
  - initial date of drawing and any subsequent revisions
  - name, address, telephone number, signature and credentials stamp and license number of person preparing map.
  - name, address, and telephone number of owner, applicant, and/or agent
  - California License Stamp
- Graphic scale (engineering scale not to exceed 1" = 40')
- North arrow (with North at the top of the drawing)
- Location and dimension of all:
  - property lines
  - structures
  - drive aisles, parking stalls, and loading areas
  - pedestrian pathways
- Type of illumination, height and location of all exterior lighting fixtures located on the project site
- Identify the level of illumination of the entire site with a minimum of one foot-candle of illumination throughout all onsite parking areas and zero foot-candle leakage onto any adjacent site.

*Please direct any questions to the Planning Division at (760) 777-7125.*

**5. Building Elevations and Renderings Sheet** The Building Elevations and Renderings Sheets shall include the following.

- Title block located in the lower right-hand corner of the map which contains the following information and is readily visible when folded:
  - name of project
  - scale of drawing
  - name, address, and telephone number of person preparing the illustration. California License Stamp
  - California License Stamp

- plan name and sheet identification number (such as ER1 for Building Elevations and Renderings Sheet 1).
- Accurately scaled two dimensional illustrations of all sides of each proposed (and existing, if to remain) building and accessory structure (trash enclosure, wall/fence, carport and parking shade structure, gazebo, water feature, etc.). Each illustration shall:
  - identify which building elevation is illustrated i.e. north, south, east, west
  - be drawn to scale at not smaller than  $\frac{1}{4}"=1'$  (for large projects not smaller than  $\frac{1}{8}"=1'$  with  $\frac{1}{4}"=1'$  details)
  - clearly show proposed grade elevations, height and width dimensions
  - be void of landscaping in order to clearly demonstrate the aesthetic impact of the proposed structures
  - water features shall identify estimated water use and holding capacity
- Accurately scaled perspective illustration of the proposed project as seen from the center of each adjacent street. Landscaping depicted on perspective illustrations shall be representative of the preliminary landscaping plan with five (5) years of growth.

*Please direct any questions to the Planning Division at (760) 777-7125.*

**6. Roof Plan Sheet** The Roof Plan shall be prepared by a qualified professional as stipulated by the California Business and Professions Code and shall include the following information:

- Title block located in the lower right-hand corner of the map which contains the following information and is readily visible when folded:
  - name of project
  - plan name and sheet identification number (such as R1 for Roof Plan Sheet 1)
  - initial date of drawing and any subsequent revisions
  - name, address, telephone number, signature and credentials stamp and license number of person preparing map.
  - name, address, and telephone number of owner, applicant, and/or agent
  - California License Stamp
- Graphic scale (not smaller than the  $\frac{1}{4}"=1'$ )
- North arrow (typically with North facing the top of the drawing)
- Indication of roof pitch
- Line of exterior walls
- Type and color of roofing material
- All roof mounted equipment and type and height of screening material
- All skylights and solar panels
- Any patio, deck or other usable areas and associated structures

*Please direct any questions to the Planning Division at (760) 777-7125.*

**7. Floor Plan Sheet** The Floor Plan shall be prepared by a qualified professional as stipulated by the California Business and Professions Code and shall include the following information:

- Title block located in the lower right-hand corner of the map which contains the following information and is readily visible when folded:
  - name of project
  - plan name and sheet identification number (such as F1 for Floor Plan Sheet 1)
  - initial date of drawing and any subsequent revisions
  - name, address, telephone number, signature and credentials stamp and license number of person preparing map.
  - name, address, and telephone number of owner, applicant, and/or agent



- California License Stamp
- Graphic scale (not smaller than the ¼"=1')
- North arrow (typically with North facing the top of the drawing)
- Allocation and use of all interior and exterior space, including areas for waiting, gathering, eating, storage or display of merchandise
- Location of all walls, doors, and window openings

*Please direct any questions to the Planning Division at (760) 777-7125.*

## **PRIMARY REPORTS/STUDIES/EXHIBITS**

**Materials Board:** The intent of the Materials Sample Board is to provide an accurate representation of the major exterior materials to be used on the project including colors and textures that shall show the following:

- Samples of roofing materials (a photo sample may be used upon prior approval by the Planning Dept.)
- Samples of all siding materials (a photo sample may be used upon prior approval by the Planning Dept.)
- Samples of all paint colors (actual manufacturer's sample with color name and identification number, copies, photos or digital print outs will not be accepted)
- Samples of window frames (a photo sample may be used upon prior approval by the Planning Dept.)
- Samples of awning materials (a photo sample may be used upon prior approval by the Planning Dept.)
- Samples of decorative paving treatments (a photo sample may be used upon prior approval by the Planning Dept.)
- Samples of light fixture details (a photo sample may be used upon prior approval by the Planning Dept.)

*If you have any questions regarding the above listed Materials Board requirements, please contact the Planning Division at (760) 777-7125.*

**Color Presentation Exhibits:** A colored version of the Site Plan, the Landscaping Plan, and the Building Elevations and Renderings Sheets using the colors representative of the actual colors of the proposed buildings is required.

*Please direct any questions to the Planning Division at (760) 777-7125.*

**Preliminary Title Report:** A preliminary title report dated within 30 days of the application submittal date shall be provided. Please note an updated report may be necessary if processing is significantly delayed.

*Please direct any questions to the Planning Division at (760) 777-7125.*

**Preliminary Precise Grading Plan:** Unless specifically waived by the Public Works Development Division prior to submittal, a preliminary precise grading plan shall be submitted as part of the application submittal packet. The Preliminary Precise Grading Plan shall be prepared by a qualified professional as stipulated by the California Business and Professions Code and shall be prepared in accordance Public Works Development Division requirements.

*Please direct any questions to the Public Works Development Division at (760) 777-7075.*

**Preliminary Hydrology Report:** Unless specifically waived by the Public Works Development Division, a preliminary hydrology report including a hydraulics plan shall be submitted as part of

the application submittal packet. The report and plan shall be prepared in accordance Public Works Bulletin #06-16 which is available on the City web site at: [www.la-quinta.org](http://www.la-quinta.org).

*Please direct any questions to the Public Works Development Division at (760) 777-7075.*

**Preliminary Water Quality Management Plan:** Unless specifically waived by the Public Works Development Division, a preliminary water quality management plan shall be submitted as part of the application submittal packet. The plan shall be prepared in accordance the Public Works Water Quality Management Plan Checklist which is available on the City web site at: [www.la-quinta.org](http://www.la-quinta.org).

*Please direct any questions to the Public Works Development Division at (760) 777-7075.*

**Traffic Analysis:** Unless specifically waived by the Public Works Development Division, a traffic analysis in accordance with Public Works Bulletin #06-13 shall be submitted as part of the application submittal packet. The Public Works Development Division is to be contacted with any questions as to whether a memo or study is required per the bulletin and the issuance of a Scoping Letter to establish the site specific requirements of the memo or study. Public Works Bulletin #06-13 is available on the City web site at: [www.la-quinta.org](http://www.la-quinta.org).

*Please direct any questions to the Public Works Development Division at (760) 777-7075.*

## **SUPPLEMENTAL REPORTS/STUDIES**

**Biological Report:** A phase 1 biological report is required if after adequate review of the proposed project, through either the City's pre-application review service or formal application process, it is determined by the Planning Division Staff that this information is required for compliance with the California Environmental Quality Act. The report shall be prepared consistent with the requirements of the Coachella Valley Multiple Species Habitat Conservation Plan.

*Please contact the Planning Division at (760) 777-7125 for more information.*

**Cultural/Archaeological Report:** A phase 1 cultural/archaeological report is required if after adequate review of the proposed project, through either the City's pre-application review service or formal application process, it is determined by the Planning Division Staff that this information is required for compliance with the California Environmental Quality Act. The report shall be prepared by a qualified professional consistent with California Office of Historic Preservation's Archaeological Resource Management Reports Guidelines.

*Please contact the Planning Division at (760) 777-7125 for more information.*

**Paleontological Report:** A paleontological report is required if after adequate review of the proposed project, through either the City's pre-application review service or formal application process, it is determined by the Planning Division Staff that this information is required for compliance with the California Environmental Quality Act. The report shall be prepared by a qualified professional consistent with Planning Division guidelines. *Please contact the Planning Division at (760) 777-7125 for more information.*

**Geotechnical Report:** A geotechnical report is required if after adequate review of the proposed project, through either the City's pre-application review service or formal application process, it is determined by the Planning Division Staff that this information is required for compliance with the California Environmental Quality Act. Depending on site conditions and location, inclusion of a

rock-fall/slope analysis may be required. The report shall be prepared in accordance with the Building and Safety Division Memorandum Re: Clarification of CBC Requirements for Soils Reports dated 6.16.08 which is available on the City website at [www.la-quinta.org](http://www.la-quinta.org).  
*Please contact the Public Works Development Division at (760) 777-7075 for more.*

**Parking Study:** A parking study is required if after adequate review of the proposed project, through either the City's pre-application review service or formal application process, it is determined by the Planning Division Staff that this information is required for compliance with the California Environmental Quality Act. The study shall be prepared in accordance with Planning Division guidelines.  
*Please contact the Planning Division at (760) 777-7125 for more information.*

**Noise Study:** A noise study is required if after adequate review of the proposed project, through either the City's pre-application review service or formal application process, it is determined by the Planning Division Staff that this information is required for compliance with the California Environmental Quality Act. The study shall be prepared in accordance with Planning Division guidelines.  
*Please contact the Planning Division at (760) 777-7125 for more information.*

## **REQUIREMENTS TO BE SUBMITTED PRIOR TO HEARING**

**Public Notification Package:** After a project is scheduled for Planning Commission review, a public notification package must be submitted to the Planning Division and shall include a scaled map or Assessor's Map showing all properties within a minimum 500-foot radius of subject property, a typed list of all property owners and their mailing address within a 500-foot radius, and all residents/tenants of said properties, and a typed list of the residents that reside contiguous to the subject property. Submit 3 sets of typed, self-adhesive, address labels for the above property owners and residents. Include application contact persons on the labels. The list and map must be prepared with a wet signed or notarized certification by a title company, the Riverside County Assessor, or a licensed architect, engineer, or surveyor.

**CEQA Filing Fees:** Checks payable to County of Riverside in the amounts specified for the proposed Environmental Determination as identified by the Planning Division.  
*Please contact the Planning Division at (760) 777-7125 for more information.*