



City of La Quinta

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

MINOR USE PERMIT

SECTION A - APPLICATION SUBMITTAL REQUIREMENTS

APPLICATION SUBMITTAL REQUIREMENTS – INITIAL (TO BE COMPLETED BY CITY STAFF)					
Submitted	Waived	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)
FILING FEES					
<input type="checkbox"/>	<input type="checkbox"/>	Filing Fees Paid			
APPLICATION INFORMATION					
<input type="checkbox"/>	<input type="checkbox"/>	Application w/Statement of Operations	0	1	NA
<input type="checkbox"/>	<input type="checkbox"/>	Site Photographs	0	1	
PLAN SET					
<input type="checkbox"/>	<input type="checkbox"/>	Index Sheet	0	1	
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan	0	1	NA
<input type="checkbox"/>	<input type="checkbox"/>	Floor Plan	0	1	

Additional information may be required based on review of the project description.

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

SUBMITTAL REQUIREMENTS - PRIOR TO HEARING IF REQUIRED			
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 12 working days prior to the scheduled PC 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"/>	Bound 11"x17" reduction of complete final Plan Set with colored Site Plan Sheets	3	1
<input type="checkbox"/>	Full size (not to exceed 24"x36") complete final Plan Set with colored Site Plan Sheets	1	NA

****If these required items are not received by the Planning Division by the end of the day 12 working days before the scheduled PC meeting date, the project's review will be re-scheduled for a later date.***

SECTION B – SUBMITTAL ITEM DESCRIPTIONS

FILING FEES

Filing Fees are to be paid at the time of application. As part of the submittal process, the receipt showing payment of fees which will be copied and submitted along with the other application materials. Additional environmental review related fees (if any) will be determined and payable at the time the application is determined complete.

REQUIRED AT TIME OF APPLICATION SUBMITTAL

Minor Use Permit Application Fee: *See Master Fee Schedule**

REQUIRED AT TIME APPLICATION IS READY FOR FINAL REVIEW AND APPROVAL

CEQA Filing Fee: *Contact Planning Division for updated fee***

** Payable to City of La Quinta*

*** Separate cashiers check payable to County of Riverside*

APPLICATION INFORMATION

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

If you have any questions regarding filling out the Application, please contact the Planning Division at (760) 777-7125.

Statement of Operations: The statement of operations describing various operational aspects of the proposed use shall be submitted with the application and include the following:

- description of proposed use
- hours of operation
- number of employees
- list of local/state/federal licenses/permits required
- types of equipment and processes used
- list of any hazardous materials used/stored/produced
- any other special characteristics specific to the proposed use

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.

If you have any questions regarding the Site Photographs requirement, please contact 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. If a Planning Commission hearing is required hardcopy Plan Sets shall be submitted, 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. 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
3. Floor Plan

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 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
 - 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
 - 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.

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

2. Site Plan 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)
 - freestanding signs
 - 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 streets and ROWs
- 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 project site and all adjacent properties
- Identify interior and exterior turning radius dimensions at entries and drive aisles for 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.

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

3. Floor Plan 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

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

REQUIREMENTS TO BE SUBMITTED PRIOR TO APPROVAL

CEQA Filing Fees: Checks payable to County of Riverside in the amounts specified for the proposed Environmental Determination as identified by the Planning Division