



Development Services Department • 69-825 Highway 111 • Rancho Mirage, CA 92270

Phone: 760-328-2266 • Fax: 760-324-9851

EXTENSION OF TIME APPLICATION

OFFICE USE ONLY

CASE NUMBER: _____ RELATED CASE NUMBER: _____
 FILING FEE: \$ _____ RECEIPT NUMBER: _____ CHECK NUMBER: _____
 DATED SUBMITTED: _____ SUBMITTED TO: _____

APPLICANT:

 Phone: _____
 Mailing Address: _____ Fax: _____
 Email Address: _____
 City: _____ State: _____ Zip: _____ Email: _____

LEGAL OWNER:

 Phone: _____
 Mailing Address: _____ Fax: _____
 Email Address: _____
 City: _____ State: _____ Zip: _____ Email: _____

REPRESENTATIVE/CONTACT PERSON:

 Phone: _____
 Mailing Address: _____ Fax: _____
 Email Address: _____
 City: _____ State: _____ Zip: _____ Email: _____

Please send correspondence to (check one) Applicant Property Owner Representative/Contact

Project Address: _____ Name of Project: _____

Existing General Plan/Zoning: _____ Existing Land Use _____

(Photo essays are encouraged to be submitted)

Assessor's Parcel Number(s) _____ Acres/Sq.Ft. _____

Project Summary: _____
(REQUIRED)

**Any false or misleading information shall be grounds for denial
 If Not Legal Owner, Notarized Authorization From Owner of Record Must Be Attached.**

Wet Ink Signature

Print Name

Date

I. TENTATIVE TRACT/PARCEL MAP APPLICATION AND EXHIBIT CHECKLIST

A. INITIAL SUBMITTAL PRIOR TO PUBLIC HEARING

- ___ 1. Applicable fees.
- ___ 2. Detailed letter explaining the reason for the extension request.
- ___ 3. One completed application form, including wet ink signature(s) of property owner(s).
- ___ 4. One (1) 8 ½ " x 11" Tentative Map suitable for the Resolution Exhibit.
- ___ 5. Ten (10) copies 11"x 17" Tentative Map
- ___ 6. Twelve (12) 24" x 32" folded Tentative Maps, folded to 8 ½" x 11" and prepared in accordance with the above required information.
- ___ 7. Twelve (12) 24" x 32" landscape plans which are to include all common lots, perimeter walls and gate designs. **Colored landscape plans** if not originally submitted need to be submitted with extension.
- ___ 8. One 3" x 3" Vicinity Map, in black and white on 8 ½ " x 11" sized paper.
- ___ 9. One copy of the preliminary title report(s).
- ___ 10. Two (2) copies of each Technical Studies and Documentation:
 - ___ a. Preliminary WQMP report
 - ___ b. Preliminary soils report
 - ___ c. Preliminary hydrology calculations and report
 - ___ d. Traffic Study (if required)
- ___ 11. Three (3) sets of mailing labels for property owners within a 500-foot radius of the project. If the required 500 foot radius mailing list results in less than twenty-five properties, the mailing radius shall be increased to one thousand feet (1,000'). The labels need to include the assessor parcel number. Said labels shall be prepared and certified by a Title Insurance Company, Civil Engineer or surveyor. The applicant is responsible for the accuracy of the 500 or 1000-foot radius and address certification. An error may result in denial or continuance of the project by the reviewing authority. The list shall be prepared on 8 ½" x 11" sheets of self-adhesive labels.
- ___ 12. This application shall be accompanied by a Map showing every property within the radius of the subject property.
- ___ 13. A CD in low resolution **jpeg** format containing all Exhibits. Each **jpeg** file shall not be larger than 2,000kb. Please title each page.

Note: In an effort to assist applicants in reducing project costs and unnecessary paperwork due to incomplete or missing items in applications, we have devised a two tiered system for submitting project applications. By submitting A only, an applicant acknowledges that an insufficient quantity of map copies have been submitted, and is permitted to submit the required quantity after completeness review and revisions.

B. SUBMITTAL REQUIREMENTS WHEN APPLICATION IS COMPLETE AND READY FOR PUBLIC HEARING

If it is a Parcel Map

- ___ 15. Fifteen (15) copies 24" x 36" folded Parcel Maps, **folded** to 8 ½" x 11" and prepared with required revisions if any in accordance with the above required information.

If it is a Tract Map

- ___ 16. Thirty (30) copies 24" x 36" folded Tract Maps, **folded** to 8 ½" x 11" and prepared with required revisions if any in accordance with the above required information.

II. PRELIMINARY DEVELOPMENT PLAN/ CONDITIONAL USE PERMIT SUBMITTAL REQUIREMENTS

PHASE 1. INITIAL SUBMITTAL & COMPLETENESS CHECK

A. CONTENT COMPLETENESS CHECK

The Initial Application Submittal is a 30-day completeness review period whereby staff reviews the contents of an application to determine there is sufficient information for processing an applicant's request.

Plans for submittal of a complete application shall include, but not be limited to the following:

- 1. Applicable fees and completed application.
- 2. Detailed Letter explaining reason for extension request.
- 3. HOA Approval Letter (if applicable).
- 4. FIVE (5) fully dimensioned Preliminary Site Plans, drawn to scale, folded to 8 ½" x 11", showing square footage and acreage of parcel(s), north arrow, scale, existing and proposed structure, parking, width of paving, trash storage, loading and maintenance areas, and adjacent streets.
- 5. ONE (1) set fully-dimensioned Floor Plans drawn to scale, showing proposed square footage of covered area.
- 6. ONE (1) set fully dimensioned elevations drawn to scale.
- 7. ONE (1) set fully dimensioned roof plans drawn to scale, including demonstration of screening of mechanical equipment.
- 8. ONE (1) set fully dimensioned site Cross-Sections drawn to scale (2 minimum).
- 9. Photo simulations from several vantage points.
- 10. FIVE (5) fully dimensioned Conceptual Grading Plans drawn to scale.
- 11. ONE (1) set Preliminary Landscape Plans (not conceptual) showing all plant species, sizes, quantities and locations, lighting locations, light stand detail and mechanical equipment. All sheets shall contain a licensed architect's title block. As an alternative, a licensed landscape architect's stamp and signature on each sheet will be accepted.
- 12. ONE (1) set of site plan, floor plans, elevations, roof plans and **colored preliminary landscape plans**. All sheets shall contain a licensed architect's title block. As an alternative, a licensed architect's stamp and signature on each sheet will be accepted.
- 13. ONE colored rendering (approximately 18" x 24" or as required by Planning Division).
- 14. ONE 3" x 3" vicinity map suitable for publication.
- 15. THREE (3) sets of mailing labels for property owners within a 500-foot radius of the project. The labels need to include the assessor parcel number. Said labels shall be prepared and certified by a Title Insurance Company, Civil Engineer or surveyor. The applicant is responsible for the accuracy of the 500-foot radius and address certification. An error may result in denial or continuance of the project by the reviewing authority. The list shall be prepared on 8 ½" x 11" sheets of self-adhesive labels. The labels shall be accompanied by a map showing every property within a 500-foot radius of the subject property. If the required 500-foot radius mailing list results in less than twenty-five properties, the mailing radius shall be increased to one thousand feet (1,000').
- 16. A complete professional appearance materials board, including but not limited to: paint sample, roof material sample, window and door material samples, and masonry sample.

- _____ 17. If any proposed building exceeds twenty (20) feet in height or is more than one (1) story, a sight line study, and demonstration of compliance with standards in the Rancho Mirage Municipal Code Section 17.20.100(A) & (C) is required.
- _____ 18. A CD in low resolution **jpeg** format containing all Exhibits. Each **jpeg** file shall not be larger than 2,000k. Please title each page.
- _____ 19. At least TWO (2) cross-sections of the site and proposed development with information necessary for an evaluation pursuant to code Section 17.20.100 (D) (May use sections identified in #7 above).
- _____ 20. FIVE (5) 11" x 17" Exhibit Booklets organized in the following order:
 - a. Cover page with Case Number(s) clearly indicated. A photo or rendering of the project may be placed on the cover.
 - b. Index referencing page numbers in document. Please be sure that all pages in the Exhibit Booklet have page numbers in sequential order.
 - c. Aerial photograph of site indicating extent of project area.
 - d. Color site plan.
 - e. Black & white conceptual grading plan.
 - f. Color floor plan.
 - g. Color building elevations.
 - h. Roof plan.
 - i. Cross-sections of building/site.
 - j. Color renderings from several vantage points.
 - k. Photograph of sample color and material board
- _____ 21. Environmental Information form completed by applicant.
- _____ 22. TWO (2) copies of each Technical Studies and Documentation:
 - a. Preliminary WQMP report
 - b. Preliminary soils report
 - c. Preliminary hydrology calculations and report
- _____ 23. Any other requirements deemed necessary by staff.

WITHIN 30 DAYS, the project applicant will receive a (completeness) letter stating that the project information has been determined sufficient for processing, or an (incompleteness) letter requesting corrections, clarification and/or additional information, which will provide the information necessary for staff, the Architectural Review Board, Planning Commission and City Council to understand the application. Once deemed complete, an additional 30 booklets shall be required for processing.