



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

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

**MINOR MODIFICATION OF DEVELOPMENT PLAN APPLICATION**

**APPLICANT:**

\_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_  
Fax: \_\_\_\_\_

**LEGAL OWNER:**

\_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_  
Fax: \_\_\_\_\_

**REPRESENTATIVE/CONTACT PERSON:**

\_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_  
Fax: \_\_\_\_\_

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

**BUSINESS LICENSE NUMBER (Required)** \_\_\_\_\_  
License Number Expiration Date

Project Address: \_\_\_\_\_ Name of Project: \_\_\_\_\_

Existing General Plan/Zoning: \_\_\_\_\_ Existing Land Use \_\_\_\_\_

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

Existing Case No. \_\_\_\_\_

Brief Project Summary: \_\_\_\_\_

**A COMPLETE WRITTEN PROJECT DESCRIPTION MUST ALSO BE ATTACHED**

**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 \_\_\_\_\_

**OFFICE USE ONLY**

CASE NUMBER: MOD \_\_\_\_\_ RELATED CASE NUMBER: \_\_\_\_\_

FILING FEE: \$ \_\_\_\_\_ RECEIPT NUMBER: \_\_\_\_\_ CHECK NUMBER: \_\_\_\_\_

DATED SUBMITTED: \_\_\_\_\_ SUBMITTED TO: \_\_\_\_\_

## Minor Modification of Development Plan

### I. SUBMITTAL REQUIREMENTS

1. Application form completely filled out with all required signatures.
2. Application fees.
3. A precise description of the modification request
4. A written description explaining the reason for the modification.
5. One (3) complete set of full size plans.
6. Other requirements deemed necessary by City staff. Please note additional information may be needed necessary after review of the application by staff.

**Applications will not be accepted by mail, email or facsimile. All applications shall be submitted in person.**

### II. PROCEDURES

1. Submit a complete application with all required signatures, application fees, and submittal requirements noted above.
2. Staff will review the application and determine if it is complete. The project applicant will receive an approval, or an incompleteness letter requesting corrections, clarification and/or additional information, which will provide the information necessary for staff to understand the application. **The application cannot be processed until all required submittal items are received.**
3. Once the project has been approved, an approval letter is sent along with the final Conditions of Approval to the applicant/property owner. This letter is required to be signed by the property owner(s) agreeing to the Conditions of Approval prior to issuance of any permits.

**Any determination or action taken by the staff to approve or disapprove an application may be appealed to the Director of Development Services by the applicant, Rancho Mirage citizen, or any person having an interest. Appeals must be filed with the City Clerk on an application form with the appeal-filing fee within ten (10) days of the date of the approval or denial of the application. The City Council is the final approving body.**