



Development Services Department • 69-825 Highway 111 • Rancho Mirage, CA 92270
Phone: 760-328-2266 • Fax: 760-324-9851

ZONING TEXT AMENDMENT 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. _____
(Photo essays are encouraged to be submitted)

Legal Description: _____

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 _____

OFFICE USE ONLY

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

Zoning Text Amendment

The Community Development Department encourages all applicants to schedule a preliminary meeting with staff to review the proposed project prior to submittal of the application.

I. Submittal Requirements

Zoning Text Amendment

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II. Submittal Requirements

- ___ 1. Applicable Fees.
- ___ 2. Environmental Information form completed by applicant and fees.
- ___ 3. One (1) aerial photo with project on transparent overlay; including all property within a 1000-foot radius.
- ___ 4. One 3"x 3" vicinity map which locates the property and project in relation to abutting public and private streets. Said map shall indicate abutting General Plan land use designations.
- ___ 5. 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 1/2" x 11" sheets of self-adhesive labels.
- ___ 6. This application shall be accompanied by a Map showing every property within the radius of the subject property.
- ___ 7. Other requirements deemed necessary to City staff such as exhibits and other supporting documentation.
- ___ 8. Economic Study to determine the effects and impacts of the request on Rancho Mirage, if required by staff.

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

II. PROCEDURES

- 1. Appeals must be filed within 10 days of the date the decision being appealed.
- 2. Submit a complete application with all required signatures, application fees, mailing labels and map (500' - 1000' radius) and exhibits as described in Section I above.