



## City of Desert Hot Springs

### Planning Requirements for Entitlement Review

Your application package should contain the following information and documents needed for Planning Department review. Requirements from the Engineering Department will be identified at the time of the pre-application meeting with City Staff.

1. **Project Description:** Include a short narrative describing the project including proposed uses, acreage, number of buildings and their square footage, number of parking spaces, etc.
2. **Title Report:** A Title Report of the subject property dated within the last six (6) months of application submittal.
3. **Site Plan (Existing and Proposed):**
  - a. Existing Site Plan - Drawn to scale and fully dimensioned, showing the existing project site and at least Fifty (50) feet beyond the project boundaries including the following:
    - Property line boundaries and at least Fifty (50) feet beyond the project boundaries showing name and addresses of neighboring property owner(s)
    - Applicant and developer
    - Date of plan preparation
    - Legal description
    - North arrow and scale
    - A legend incorporating any symbols on the drawings
    - A vicinity map
    - Existing contours and vegetation
    - Existing structures and other site features including any driveways, curbs, gutters, sidewalks, bus shelters, landscaped areas, existing rights-of-way of any private and public streets, easements and all utilities (above and below ground).

- b. Proposed Site Plan - Drawn to scale and fully dimensioned, showing the proposed project site and at least Fifty (50) feet beyond the project boundaries including the following (where applicable):
- Driveways (into the site and across the street from the site)
  - Edge of roadways (current and proposed with improvements including changes to rights-of-way)
  - Easements
  - Curbs and Gutters
  - Sidewalks
  - Dimensioned parking stalls
  - Accessible path of travel for ADA
  - Proposed buildings, structures (including trash enclosures, accessory buildings, etc.)
  - Back-up areas
  - Truck loading areas
  - Service areas
  - Perimeter and screen walls
  - Street lights
  - North arrow and scale
  - Bicycle paths

Include on this plan a table tabulating the following: project area size in acres (gross and net), gross building square footage (individual and total), lot coverage ratio, hardscape square footage (parking areas and walks), landscaping square footage, required and proposed parking spaces, including disabled parking spaces and loading spaces. Parking requirements can be found [here](#).

If the project is going to be phased, indicate the limits of the phasing and all off-site improvements to be constructed with each phase. All project phasing must be provided at the time of the initial submittal and review. A phased project that is not disclosed up front may require the filing of a supplemental application with appropriate fees to defray the costs associated with additional city review and approval.

4. **Conceptual Architectural Plans:** Building plans shall be of sufficient size to show architectural detail and include the following:
- a. Floor plans showing allocation of space and location of all door and window openings. All rooms must be labeled and dimensioned, show occupancy requirements and all ingress/egress requirements.
  - b. Roof plans indicating pitch, line of exterior wall, overhangs/eaves, roof drains, down spouts, roof mounted mechanical equipment (commercial/industrial only), skylights, solar panels, trellis areas, columns, etc.

- c. Architectural drawings of all elevations of all proposed buildings and structures, including longitudinal and latitudinal sections of each proposed buildings, and screening treatments for mechanical equipment. Building materials and building heights shall be identified.
  - d. Material and color sample board (in PDF format). A material and color sample sheet showing all exterior materials, finishes, and colors including hardscape (when decorative). Materials, finishes, and colors shall be keyed to plans for easy reference. Materials may include roof tile, decorative tile and trim, brick, mullions, metal, screens, glass, stucco, wood, etc.
5. **Conceptual Landscape Plan:** Desert Hot Springs is located in the Sonoran Desert and consideration shall be given to temperatures, wind, soils, shade, drainage, irrigation systems, and plant selection. Information on water efficient landscaping can be found [here](#). Mission Springs Water District will review and approve the landscaping plan. This plan shall be drawn to an engineering scale no smaller than 1" = 50' and shall include the following:
- a. Conceptual location of all on/off-site plant material, a legend noting the common and botanical name of all trees, shrubs or ground cover and also indicate their intended function (e.g., accent trees, street trees, shade trees, screening hedge, etc.). List the number of plants of each type and their size. Also include any earthen berms or mounded areas, swales, and/or basins (indicate height or depth, as applicable), plazas, courtyards, water elements, and public art that are in the plan.
  - b. Type irrigation system (spray, emitter, and/or drip) shall be specified on plan.
  - c. Details showing all proposed designs for perimeter walls, trash enclosures and other screening features.
6. **Photometric Plan:** Plans shall show conceptual type of light fixtures including base, locations, fixture height, source, and surface illumination. Lighting plans shall demonstrate that the lighting fixtures are capable of providing adequate illumination for security and safety, including, without illumination, one (1) foot-candles maintained across the surface of the parking area.
7. **Sign Plan/Program (If applicable):** Plans showing conceptual materials, letter style, size, sign colors, method/intensity of illumination, and sign type (monument, wall, etc.). Elevations shall indicate sign designs and locations or probable locations and size of sign "envelopes", when appropriate. Generic names may be used if a tenant is not known.

8. **Notification Package:** A notification package containing a scaled map or Assessor Parcel Map pages showing all properties within a 300-foot radius of the subject property (including continuously owned property); a typed list of the property owners, tenants and their mailing addresses within the 300-foot radius. Submit three (3) sets of typed, self-adhesive, addressed labels for the above property owners and residents that live contiguous to the subject property. The list/labels and map must be certified and come from a Title Company, County Agency or other professional company that specializes in Radius Maps. The Notification Package must include a certification on company letterhead that the list is complete and true compilation of owners of properties within 300 feet of the referenced property and based on the last equalized assessment rolls. Please note that the labels need to be current at time of Hearing, submittal of the Notification Package should be delayed until a tentative Hearing date is scheduled.
  
9. **Photographs:** One set of subject property photographs (minimum 4" x 6") and surrounding areas shall be submitted as follows:
  - a. One panoramic view of each side of the site, if possible.
  - b. Views of all relevant or unusual features of the site.
  - c. Photographs of existing development in the area that may have similar architectural features proposed (if applicable).