



City of Desert Hot Springs

11999 Palm Drive • Desert Hot Springs, CA 92240
 www.cityofdhs.org • 760-329-6411 • Fax: 760-288-0639

CONDITIONAL USE PERMIT APPLICATION

This fillable application can be found on:
<https://www.cityofdhs.org/planning-documents>

FOR OFFICE USE ONLY	
Case No.	
Fee:	
Related Apps:	
Accepted By:	

CONDITIONAL USE PERMIT applications are reviewed and approved at a public hearing by the Planning Commission pursuant to Section 17.76 of the Zoning Code. The purpose of the review is to ensure that land uses requiring this Permit which have moderate-to-significant potential adverse impacts on surrounding properties, residents, or businesses are conditioned or required to mitigate or eliminate such impacts.

Check applicable box:

CUP Minor of CUP Amendment - \$1,945

CUP Administrative - \$950

CUP Major - \$4,325

CUP Time Extension- \$990

Applicant Name			
Street Address			
City, State, Zip Code			
Home Phone		Mobile Phone	
Work Phone		Fax	
E-Mail Address			

Property Owner			
Street Address			
City, State, Zip Code			
Home Phone		Mobile Phone	
Work Phone		Fax	
E-Mail Address			

Primary Contact			
Home Phone		Mobile Phone	
Work Phone		Fax	
E-Mail Address			
Anticipated Number of Employees Once in Operation			

Project Location	
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Legal Description (Lot & Tract or A.P.N.)	
Project Description (including proposed uses, types of structures, square footage, height, lot size, type of construction, other site improvements, landscaping, lighting, etc.)	

Existing Land Use of Property	
Existing Zoning of Property	

Signature of Applicant:

Date

Signature of Property Owner(s) if not same as Applicant:

Date

Date

(Separate written authorization by property owner to submit application may be provided.)

CITY OF DESERT HOT SPRINGS
COMMUNITY DEVELOPMENT DEPARTMENT PLAN SUBMITTAL REQUIREMENTS

Three (3) sets of the following plans in 24" x 36" size shall be submitted to the Community Development Department, unless otherwise noted or directed by staff. Plans shall be collated, stapled and folded to 8 1/2" x 11" unless colored. Plans are required to include, at a minimum, the following items at the time of submittal:

1. **Filing Fee:** for Permit application.
2. **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 contiguously owned property); a typed list of the property owners and their mailing addresses within the 300-foot radius. Submit three (3) sets of typed, self-adhesive, addressed labels for the above property owners. These lists and the map must be certified by a title company.
3. **Title Report:** A Title Report of the subject property. Said report must be dated within the last six (6) months of application submittal.
4. **Existing Site Plan:** Drawn to scale and fully dimensioned, showing the existing project site.
5. **Proposed Site Plan:** Drawn to scale and fully dimensioned, showing the proposed project site. Where applicable, include the following:
 - Proposed buildings, structures (trash enclosures, etc.)
 - Curbs
 - Dimensioned parking stalls
 - Truck loading areas
 - Air conditioning units
 - Bicycle paths
 - Easements
 - Street Lights
 - Driveways
 - Gutters
 - Back-up areas
 - Service areas
 - Sidewalks
 - Accessible path of travel
 - Perimeter and screen walls
 - A. Included on this plan shall be 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 accessible parking spaces and loading spaces.
 - B. 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.
6. **Conceptual Grading and Drainage Plan:** A conceptual grading and drainage plan drawn to an engineering scale of no smaller than 1" = 30' with the scale clearly labeled and shall include the following information:
 - A. Existing and proposed contours, pad elevations, adjacent street elevations, parking lot, driveways, landscaping, drainage patterns, dry wells, retention area, etc. (grading may be indicated on site plan if clearly readable). Tabulations showing amount of cut/fill, lot sizes, number of lots, square feet/acres of each).
7. **Conceptual Architectural Renderings:** Architectural 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. Include parking and use calculations. For additional uses not shown below, please refer to Section 17.48.040 of the DHSMC.

Offices, general

gfa up to 2,000 sf	1 space for each 200 sf
2,001 to 7,500 sf	1 space for each 250 sf
7,501 to 40,000sf	1 space for each 300 sf
40,001 sf and greater	1 space for each 350 sf

Retail commercial 1 space for each 250 sf of gfa

- B. Architectural drawings of all elevations of all proposed buildings and structures, including longitudinal and latitudinal sections of each proposed buildings. Building materials and building heights shall be identified.
 - C. One colored set of all building elevations for each proposed building accurately representing exterior colors.
8. **Exterior Lighting 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. **Include fixture cut sheets and site/photometric plan with foot-candle calculations (min, max, average).**
 9. **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. This plan shall be drawn to an engineering scale no smaller than 1" = 50' and shall include the following:
 - A. Landscape Plan: 24" X 36" (3 copies folded)
 - B. Landscape legend with plant types, sizes, and quantities- MSWD approved
 10. **Art in Public Places Program:** Comply with the Art in Public Places Ordinance, which can be found in section 17.60.050 of the SHSMC, to satisfy the public art contribution obligation through a public art contribution or through the payment of an in-lieu fee thereof.
 11. An electronic copy of all of the above plans in "JPEG" or PDF" format uploaded in City Port.
<https://deserthotspringsca.viewpointcloud.com/>
 12. Copies of "will serve" letters from the Fire Department and all utility companies.
 13. Any special studies as determined by the Community Development Department, i.e.:
 - Exemptions
 - Negative Declaration
 - Mitigated Negative Declaration
 - Environmental Impact Report