



# City of Desert Hot Springs

65950 Pierson Blvd. • Desert Hot Springs, CA 92240

Telephone (760) 329-6411 x 256 [www.cityofdhs.org](http://www.cityofdhs.org)

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## DESIGN REVIEW APPLICATION

**DESIGN REVIEW PERMIT** applications are reviewed and approved at a public hearing by the Planning Commission pursuant to Section 17.80 of the Zoning Code. The purpose of the review is to ensure that proposed development projects (1) comply with all applicable performance standards and design guidelines; (2) focus on community design principles which result in creative, imaginative solutions which establish quality design for the City; (3) maintain public health, safety and general welfare throughout the City; (4) implement General Plan policies which encourage the preservation and enhancement of the particular character and unique assets of the City; and, (5) reduce or eliminate moderate-to-significant potential adverse impacts on the environment.

- Check here if requesting a Design Review Planning Commission - **\$4,025.00** or with DP **\$2,155.00** (per application)
- Check here if requesting a Design Review Time Extension - **\$2,105.00** (per application)
- Check here if requesting a Design Review - **\$690.00** (per application)
- Check here if requesting a Design Review ALRC - **\$1,865.00** (per application)

APPLICANT: \_\_\_\_\_  
(please print)

MAILING ADDRESS: \_\_\_\_\_ Phone No. \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ Fax No. \_\_\_\_\_

PROPERTY OWNER (if different): \_\_\_\_\_  
(please print)

MAILING ADDRESS: \_\_\_\_\_ Phone No. \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ Fax No. \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_

LEGAL DESCRIPTION (Lot & Tract or A.P.N.): \_\_\_\_\_

PROPOSED USE AND/OR CONSTRUCTION (including operational information): \_\_\_\_\_

EXISTING LAND USE OF PROPERTY: \_\_\_\_\_

EXISTING ZONING OF PROPERTY: \_\_\_\_\_

SURROUNDING USES:

NORTH: \_\_\_\_\_

SOUTH: \_\_\_\_\_

EAST: \_\_\_\_\_

WEST: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_  
(please print)

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME OF PROPERTY OWNER: \_\_\_\_\_  
(please print)

SIGNATURE OF PROPERTY OWNER(S) IF NOT SAME AS APPLICANT:  
\_\_\_\_\_  
DATE: \_\_\_\_\_

\_\_\_\_\_  
DATE: \_\_\_\_\_

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

**NOTE: FALSE OR MISLEADING INFORMATION GIVEN IN THIS APPLICATION  
SHALL BE GROUNDS FOR DENIAL**

**CITY OF DESERT HOT SPRINGS**  
**DESIGN REVIEW SUBMITTAL REQUIREMENTS**

25 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 ½" x 11" unless colored. Colored plans of Site Plan, Landscape Plan and Elevations shall be 24" x 36" in size and mounted on foam-core presentation boards. Plans are required to include, at a minimum, the following items at the time of submittal:

**Yes**    **No**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. <u>Filing fee</u> : for a Design Review Permit application. A completed Environmental Information form, unless categorically exempt by the California Environmental Quality Act Guidelines, or previously assessed.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. <u>Notification Package</u> : 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 and their mailing addresses within the 300-foot radius, and a typed list of the residents that reside contiguous to the subject property. Submit three (3) sets of typed, self-adhesive, addressed labels for the above property owners and residents that live contiguous to the subject property. These lists and the map must be certified by a title company. If this application is submitted with a Development Application then this item can be omitted.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. <u>Title Report</u> : A Title Report of the subject property. Said report must be dated within the last 6 months of application submittal.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. <u>Existing Site Plan</u> : Drawn to scale and fully dimensioned, showing the existing project site and at least 50 feet beyond the project boundaries including the following:<br><br>A.    Property line boundaries and at least 50 feet beyond the project boundaries showing name, address and phone number of property owner, applicant and developer, date of plan preparation, legal description, north arrow, a legend incorporating any symbols on the drawings, a vicinity map, existing contours and vegetation, existing structures and other site and adjacent features, including any driveways, curbs, gutters, sidewalks, bus shelters, landscaped planters, existing and ultimate right-of-ways of any private and public streets, easements and all utilities (above and below ground).   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. <u>Proposed Site Plan</u> : Drawn to scale and fully dimensioned, showing the proposed project site and at least 50 feet beyond the project boundaries including the following:<br><br>A.    Property line boundaries and at least 50 feet beyond the project boundaries showing name, address and phone number of property owner, applicant and developer, date of plan preparation, legal description, north arrow, a legend incorporating any symbols on the drawings, a vicinity map, north arrow, a legend incorporating any symbols on the drawings, a vicinity map, and proposed contours.<br><br>B.    Where applicable, proposed buildings, structures (trash enclosures, etc.), driveways, curbs, gutters, bus shelters, dimensioned parking stalls, back-up areas, service areas (including trash enclosures and recycling areas), location of all utilities (proposed and existing), air conditioning units, landscaping and hardscape areas, retention basins, drywells, monument sign locations, sidewalks, bicycle paths, bicycle racks, accessible path of travel, easements, perimeter and screen walls, fire hydrants, street lights, street trees, etc.<br><br>C.    Existing improvements and natural features which are proposed to be retained and incorporated into the project, if any. |

- D. 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, number of residential unit types, number of bedrooms, number of stories, and number of units per building, if applicable.
- E. One colored copy in 24" x 36" size mounted on foam-core presentation board.
- F. 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 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 areas, 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.   Building 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, including screening treatments for mechanical equipment. Building materials and building heights shall be identified.
- D. One colored set of all building elevations for each proposed building accurately representing exterior colors in 24" x 36" size and mounted on foam-core presentation boards.
- E. Material and color sample board. A material and color sample board showing all exterior materials, finishes, and colors including hardscape (when decorative), shall be submitted on a maximum 8-1/2" x 11" or 11" x17 " foam-core board. 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.

     8.   Sign Program: 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.

     9.   Exterior Lighting Plan: Plans shall show conceptual type of light fixtures including base, location, 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 limitation, one (1) foot-candles maintained across the surface of the parking area.

**Yes    No**

10. 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).
11. 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. Colored conceptual landscape plan showing all on/off-site plant material, if any, 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.), non-plant material (pavers, gravel, etc.), earthen berms or mounded areas, swales, and/or basins (indicate height or depth, as applicable), plazas, courtyards, water elements, public art, wall heights and their general construction materials, common or public open space/recreation areas, north arrow, scale, project name.
  - B. Type of full coverage 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.
12. Art in Public Places Program: Comply with the Art in Public Places Ordinance to satisfy the public art contribution obligation through a public art contribution or through the payment of an in-lieu fee thereof.
13. Reductions of all of the above plans in 8.5" x 11" and 11" x 17" size.
14. An electronic copy of all of the above plans in "JPEG" or "PDF" format.
15. Copies of "will serve" letters from the Fire Department and all utility companies.
16. Any Special studies as determined by the Community Development Department.
- 1. \_\_\_\_\_
  - 2. \_\_\_\_\_
  - 3. \_\_\_\_\_
  - 4. \_\_\_\_\_

**NOTE: INCOMPLETE APPLICATION SUBMITTALS WILL NOT BE ACCEPTED.**