SECTION A - APPLICATION SUBMITTAL REQUIREMENTS

APPLICATION SUBMITTAL REQUIREMENTS – INITIAL

<table>
<thead>
<tr>
<th>Submitted Complete</th>
<th>Each of the following items is required for submittal unless a waiver is granted by City Staff. Any waiver must be confirmed by initialing of this form by the person granting the waiver prior to submittal. Please see Section B for the description and completion requirements of each item.</th>
<th># of paper copies</th>
<th># of E-copies in PDF format (on CD-ROM)</th>
<th>Waiver OK’d by (initials)</th>
</tr>
</thead>
</table>

☑ ☑ FILING FEES

- Filing Fees Paid
  - Additional Environmental Documentation Fees Receipt (if required based on review of EA and due at time application is determined complete) 0 1

APPLICATION INFORMATION

<table>
<thead>
<tr>
<th>Submitted</th>
<th>Application</th>
<th>0 1 NA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Draft Zone Change/Ordinance Amendment Documentation</td>
<td>0 1 NA</td>
</tr>
<tr>
<td></td>
<td>Environmental Assessment Form</td>
<td>0 1</td>
</tr>
<tr>
<td></td>
<td>Additional Environmental Documentation (if required based on review of EA and due at time application is determined complete)</td>
<td>TBD 1</td>
</tr>
</tbody>
</table>

Submittal waivers may be obtained through staff consultation, a pre-submittal meeting, or a preliminary review application. **No applications will be accepted by mail.**

SUBMITTAL REQUIREMENTS - PRIOR TO HEARING

<table>
<thead>
<tr>
<th>Submitted</th>
<th>The following items are to be submitted after the project is scheduled* for Planning Commission review and must be received by the Planning Division at least 15 working days prior to the scheduled PC meeting date.</th>
<th># of paper copies</th>
<th># of E-copies in PDF format (on CD-ROM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ CEQA Filing Fees</td>
<td>1</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>☐ Public Notification Package</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>☐ Final Proposed Specific Plan</td>
<td>15</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

*If these required items are not received by the Planning Division by the end of the day 15 working days before the scheduled PC meeting date, the project’s review will be re-scheduled for a later date.
SECTION D – SUBMITTAL ITEM DESCRIPTIONS

FILING FEES

Filing Fees: Application related filing fees are to be paid at the time of application while CEQA related fees are to be paid at the time the application is deemed complete. As part of the submittal process, the receipt showing payment of fees which will be copied and submitted along with the other application materials.

REQUIRED AT TIME OF APPLICATION SUBMITTAL

Zone Change Application Fee: See attached Master Fee Schedule*
Zoning Ordinance Amendment Application Fee: See attached Master Fee Schedule*

REQUIRED AT TIME APPLICATION IS DEEMED COMPLETE

Environmental Documentation Preparation: Amount*, if any, is dependent on the Environmental Assessment and will be based on the full cost of preparing the required documentation (Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report). The environmental documentation required as well as the amount of a required deposit will be identified in the City’s Letter of Completion issued at the time the application is deemed complete. If the project is deemed to be exempt from CEQA there will not be a documentation preparation fee.

* Payable to City of La Quinta
** Separate check payable to County of Riverside

Please direct any questions to the Planning Division at (760) 777-7125.

PRE-APPLICATION REVIEW

Although not required, it is strongly encouraged that all applicants take advantage of the City’s Pre-Application Review service. This free service can greatly shorten the time required to complete the City’s review and approval process by identifying important proposed design and site specific issues that may be in conflict with City policies and regulations or may require the preparation of additional focused information in order to complete the review. The early identification of these issues significantly improves the review process and often results in a better designed project approved in a shorter amount of time with fewer costly redesigns and resubmittals.

Please contact the Planning Division at (760) 777-7125 for more information.
APPLICATION INFORMATION

Application: A City application form complete with all requested information provided. 
Please direct any questions to the Planning Division at (760) 777-7125.

Draft Zone Change/Zoning Ordinance Amendment Documentation: The draft zone change/zoning ordinance amendment documentation shall include the following:

- For a zone change – a diagram clearly identifying all properties affected by the proposed change showing the property’s existing and proposed zoning land use designations.
- For a zoning ordinance amendment – a text document identifying all text to be deleted by red strikeout and all text to be added by blue underline.
- A statement of the relationship of the proposed change/amendment to the general plan, including a review of the change/amendment’s consistency with the general plan’s goals, policies, and programs.

Please direct any questions to the Planning Division at (760) 777-7125.

Environmental Information Form: All applicants must complete an Environmental Information Form and submit the associated fee unless it is determined by the Planning Division that the proposed project will likely be exempt under CEQA guidelines and subsequently waives this requirement. – A pre-application meeting or consultation with Planning Division staff prior to application submittal is necessary to determine if a project is eligible for a waiver of this requirement and its associated Environmental Assessment Review fee.

Please direct any questions to the Planning Division at (760) 777-7125.

REQUIREMENTS TO BE SUBMITTED PRIOR TO HEARING

Public Notification Package: After a project is scheduled for Planning Commission review, a public notification package must be submitted to the Planning Division and shall include a scaled map or Assessor’s Map showing all properties within a minimum 500-foot radius of subject property, a typed list of all property owners and their mailing address within a 500-foot radius, and all residents/tenants of said properties, and a typed list of the residents that reside contiguous to the subject property. Submit 3 sets of typed, self-adhesive, address labels for the above property owners and residents. Include application contact persons on the labels. The list and map must be prepared with a wet signed or notarized certification by a title company, the Riverside County Assessor, or a licensed architect, engineer, or surveyor.

CEQA Filing Fees: Checks payable to County of Riverside in the amounts specified for the proposed Environmental Determination as identified by the Planning Division.
Please contact the Planning Division at (760) 777-7125 for more information.