# SECTION A - APPLICATION SUBMITTAL REQUIREMENTS

## APPLICATION SUBMITTAL REQUIREMENTS – INITIAL

### (TO BE COMPLETED BY CITY STAFF)

<table>
<thead>
<tr>
<th>Submitted</th>
<th>Waived</th>
<th>Description</th>
<th># of paper copies</th>
<th># of E-copies in PDF format (on CD-ROM)</th>
<th>Waiver OK’d by (initials)</th>
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<tbody>
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<td>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.</td>
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<td>FILING FEES</td>
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<td>Traffic Study</td>
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Submittal waivers and content of specific studies may be obtained through staff consultation, a pre-submittal meeting, or a preliminary review. Any off-site work identified on the plans must be accompanied by a statement of authorization with a notarized signature of the subject property owner. **No applications will be accepted by mail.**

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<tr>
<th>SUPPLEMENTAL REPORTS/STUDIES/EXHIBITS</th>
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<tr>
<td>□  □ Biological Report</td>
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<td>□  □ Cultural / Archaeological Report</td>
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<td>□  □ Paleontological Report</td>
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<td>□  □ Geotechnical Report</td>
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<td>□  □ Parking Study</td>
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If these required items are not received by the Planning Division by the end of the day five (5) working days before the scheduled ALRB meeting date, the project’s review will be rescheduled for a later date.

**SECTION B – SUBMITTAL ITEM DESCRIPTIONS:**

**FILING FEES**

**Filing Fees:** Filing Fees are to be paid at the time of application. As part of the submittal process the receipt showing payment of fees which will be copied and submitted along with the other application materials. Additional environmental review related fees (if any) will be determined and payable at the time the application is determined complete.
REQUIRED AT TIME OF APPLICATION SUBMITTAL
Site Development Permit Application Fee: See Master Fee Schedule*
Environmental Assessment Review Fee: See Master Fee Schedule*

REQUIRED AT TIME APPLICATION IS DEEMED COMPLETE
Environmental Documentation: 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 fee.

REQUIRED AT TIME APPLICATION IS SCHEDULED FOR PUBLIC HEARING
CEQA Filing Fee: Contact Planning Division for updated fee**
State Department of Fish & Game Fee: This fee 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 fee.**

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

APPLICATION INFORMATION

Application: A Planning application form with all requested information and original signatures provided.

Statement of Operations: The statement of operations describing various operational aspects of the proposed use shall be submitted with the application and include the following:
- description of proposed use
- hours of operation
- number of employees
- list of local/state/federal licenses/permits required
- types of equipment and processes used
- list of any hazardous materials used/stored/produced
- any other special characteristics specific to the proposed use

Site Photographs: Provide one aerial view, at least one panoramic view of each side of the site, and specific views of any relevant or unusual features of the site. Digital copies shall be provided on CD-ROM in PDF, TIF, JPEG, or a similar compatible format.

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.
PLAN SET

Order of Plan Set Contents
1. Index Sheet
2. Site Plan
3. Preliminary Landscape Plan
4. Exterior Lighting Plan
5. Building Elevations and Renderings Sheets
6. Roof Plan
7. Floor Plan

1. Index Sheet The Index Sheet is the Plan Set’s cover sheet and shall contain the following information:
   • Title block located in the lower right-hand corner of the map which contains the following information and is readily visible when folded:
     - Name of project
     - Plan sheet identification number (such as I1 for Index, Sheet 1)
     - Initial date of drawing and any subsequent revisions
     - Name, address, and telephone number of person preparing map
     - Name, address, and telephone number of owner, applicant, and/or agent
   • A data table formatted in the following order:
     - Assessors Parcel Number(s) (book, page and parcel number)
     - Legal description
     - Existing General Plan designation (and proposed if applicable)
     - Existing Zoning designation (and proposed if applicable)
     - Existing Specific Plan title and land use designation (and proposed if applicable)
     - Existing land use and proposed land use
     - Total gross site area identified in square feet and acres
     - Total net site area identified in square feet and acres
     - Total building area identified in square feet and percentage of net site area
     - Total parking area identified in both square feet and percentage of net site area
     - Total landscaping area identified in both square feet and percentage of net site area
     - Identification of parking ratios required by City code and provided
     - Number of parking spaces required by City code and provided
     - Number of Americans with Disabilities Act (ADA) parking spaces required & provided
     - Greatest number of stories and square feet of floor area per floor
     - Greatest height of any building
     - Occupancy classification (per California Building Code)
     - Type of construction (per California Building Code)
   • List of Plan Set sheets
   • Vicinity map identifying project boundary line and location within surrounding neighborhood.

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

2. Site Plan The Site Plan shall be prepared by a qualified professional as stipulated by the California Business and Professions Code and shall include the following information:
   • Title block located in the lower right-hand corner of the map which contains the following information and is readily visible when folded:
     - Name of project
     - Plan name and sheet identification number (such as S1 for Site Plan Sheet 1)
3. Preliminary Landscape Plan  The Preliminary Landscape Plan shall be prepared by a qualified professional as stipulated by the California Business and Professions Code and shall include the following information:
   • Title block located in the lower right-hand corner of the map which contains the following information and is readily visible when folded:
     o Name of project
     o Plan name and sheet identification number (such as L1 for Preliminary Landscape Plan Sheet 1)
     o Initial date of drawing and any subsequent revisions
     o Name, address, telephone number, signature and credentials stamp and license number of person preparing map.
     o Name, address, and telephone number of owner, applicant, and/or agent
     o California License Stamp
   • Graphic scale (engineering scale not to exceed 1" = 40’)
   • North arrow (with North at the top of the drawing)
• Location and dimension of all:
  o property lines
  o structures
  o drive aisles, parking stalls, and loading areas
  o pedestrian pathways
  o trash enclosures
  o storage areas
  o freestanding signs
  o walls and fences
  o structures, driveways, parking areas, trees and property lines within 50’ of project site’s perimeter boundary
• Name, location and dimension of all adjacent public streets and ROWs
• Location of all street, parking and pedestrian lights
• Location and dimension of all landscape areas showing, through the use of graphic symbols, the type, location and size of all proposed plants
• Location and dimension of all water features and decorative hardscape features
• Landscape legend which contains a key to the graphic symbols used in the drawing. A separate symbol shall be used to identify each proposed plant or tree variety by name (both common and botanical) with the size of the planting identified and keyed to the size of the symbol used. The legend shall also include the following information:
  o Total square feet of proposed turf area and the percentage of the turf area within the total landscape area.
  o A reference to the proposed type of irrigation system (spray, emitter, and/or drip)
  o Proposed source of water for any water feature
  o A reference to compliance with the City of La Quinta Water efficiency Ordinance and the Coachella Valley Water District’s Landscaping and Irrigation System Design Ordinance

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

4. Exterior Lighting Plan  The Exterior Lighting Plan shall be prepared by a qualified professional as stipulated by the California Business and Professions Code and shall include the following information:
• Title block located in the lower right-hand corner of the map which contains the following information and is readily visible when folded:
  o Name of project
  o Plan name and sheet identification number (such as EL1 for Exterior Lighting Plan Sheet 1)
  o Initial date of drawing and any subsequent revisions
  o Name, address, telephone number, signature and credentials stamp and license number of person preparing map.
  o Name, address, and telephone number of owner, applicant, and/or agent
  o California License Stamp
• Graphic scale (engineering scale not to exceed 1” = 40’)
• North arrow (with North at the top of the drawing)
• Location and dimension of all:
  o property lines
  o structures
  o drive aisles, parking stalls, and loading areas
  o pedestrian pathways
• Type of illumination, height and location of all exterior lighting fixtures located on the project site
• Identify the level of illumination of the entire site with a minimum of one foot-candle of illumination throughout all onsite parking areas and zero foot-candle leakage onto any adjacent site.

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

5. Building Elevations and Renderings Sheets

The Building Elevations and Renderings Sheets shall include the following.

• Title block located in the lower right-hand corner of the map which contains the following information and is readily visible when folded:
  o Name of project
  o Scale of drawing
  o Name, address, and telephone number of person preparing the illustration. California License Stamp
  o California License Stamp
  o Plan name and sheet identification number (such as ER1 for Building Elevations and Renderings Sheet 1).

• Accurately scaled two dimensional illustrations of all sides of each proposed (and existing, if to remain) building and accessory structure (trash enclosure, wall/fence, carport and parking shade structure, gazebo, etc.). Each illustration shall:
  o Identify which building elevation is illustrated i.e. north, south, east, west
  o Be drawn to scale at not smaller than ¼”=1’ (for large projects not smaller than ½”=1’ with ¼”=1’ details)
  o Clearly show proposed grade elevations, height and width dimensions
  o Be void of landscaping in order to clearly demonstrate the aesthetic impact of the proposed structures.

• Accurately scaled perspective illustration of the proposed project as seen from the center of each adjacent street. Landscaping depicted on perspective illustrations shall be representative of the preliminary landscaping plan with five (5) years of growth.

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

6. Roof Plan

The Roof Plan shall be prepared by a qualified professional as stipulated by the California Business and Professions Code and shall include the following information:

• Title block located in the lower right-hand corner of the map which contains the following information and is readily visible when folded:
  o Name of project
  o Plan name and sheet identification number (such as R1 for Roof Plan Sheet 1)
  o Initial date of drawing and any subsequent revisions
  o Name, address, telephone number, signature and credentials stamp and license number of person preparing map.
  o Name, address, and telephone number of owner, applicant, and/or agent
  o California License Stamp

• Graphic scale (not smaller than the ¼”=1’)
• North arrow (typically with North facing the top of the drawing)
• Indication of roof pitch
• Line of exterior walls
• Type and color of roofing material
• All roof mounted equipment and type and height of screening material
• All skylights and solar panels
• Any patio, deck or other usable areas and associated structures

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

7. Floor Plan The Floor Plan shall be prepared by a qualified professional as stipulated by the California Business and Professions Code and shall include the following information:
• Title block located in the lower right-hand corner of the map which contains the following information and is readily visible when folded:
  o Name of project
  o Plan name and sheet identification number (such as F1 for Floor Plan Sheet 1)
  o Initial date of drawing and any subsequent revisions
  o Name, address, telephone number, signature and credentials stamp and license number of person preparing map.
  o Name, address, and telephone number of owner, applicant, and/or agent
  o California License Stamp
• Graphic scale (not smaller than the 1/4"=1')
• North arrow (typically with North facing the top of the drawing)
• Allocation and use of all interior and exterior space, including areas for waiting, gathering, eating, storage or display of merchandise
• Location of all walls, doors, and window openings

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

PRIMARY REPORTS/STUDIES/EXHIBITS

Materials Board (Digital Copy): The intent of the Materials Sample Board is to provide an accurate representation of the major exterior materials to be used on the project including colors and textures. The required board shall show the following:
• Samples of roofing materials
• Samples of all siding materials
• Samples of all paint colors
• Samples of window frames
• Samples of awning materials
• Samples of decorative paving treatments
• Samples of light fixture details

If you have any questions regarding the above listed Materials Board requirements, please contact the Planning Division at (760) 777-7125.

Color Presentation Exhibits: A colored version of the Site Plan, the Landscaping Plan, and the Building Elevations and Renderings Sheets using the colors representative of the actual colors of the proposed buildings is required.
Please direct any questions to the Planning Division at (760) 777-7125.

Preliminary Title Report: A preliminary title report dated within 30 days of the application submittal date shall be provided. Please note an updated report may be necessary if processing is significantly delayed.
Please direct any questions to the Planning Division at (760) 777-7125.

Preliminary Precise Grading Plan: Unless specifically waived by the Public Works Development Division prior to submittal, a preliminary precise grading plan shall be submitted as part of the application submittal packet. The Preliminary Precise Grading Plan shall be prepared by a qualified
professional as stipulated by the California Business and Professions Code and shall be prepared in accordance Public Works.

Please direct any questions to the Public Works Development Division at (760) 777-7075.

**Preliminary Hydrology Report:** Unless specifically waived by the Public Works Development Division, a preliminary hydrology report including a hydraulics plan shall be submitted as part of the application submittal packet. The report and plan shall be prepared in accordance Public Works Bulletin #06-16 which is available on the City web site at: www.la-quinta.org.

Please direct any questions to the Public Works Development Division at (760) 777-7075.

**Preliminary Water Quality Management Plan:** Unless specifically waived by the Public Works Development Division, a preliminary water quality management plan shall be submitted as part of the application submittal packet. The plan shall be prepared in accordance the Public Works Water Quality Management Plan Checklist which is available on the City web site at: www.la-quinta.org.

Please direct any questions to the Public Works Development Division at (760) 777-7075.

**Traffic Study:** Unless specifically waived by the Public Works Development Division, a traffic study shall be submitted as part of the application submittal packet. The Public Works Development Division is to be contacted with regards to issuance of a Scoping Letter to establish the necessary contents of the study in accordance Public Works Bulletin #06-13 which is available on the City web site at: www.la-quinta.org.

Please direct any questions to the Public Works Development Division at (760) 777-7075.

**SUPPLEMENTAL REPORTS/STUDIES**

**Biological Report:** Unless specifically waived by the Planning Division prior to submittal, a phase I biological report shall be submitted as part of the application submittal packet. The report shall be prepared consistent with the requirements of the Coachella Valley Multiple Species Habitat Conservation Plan.

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

**Cultural/Archaeological Report:** Unless specifically waived by the Planning Division prior to submittal, a phase I cultural/archaeological report shall be submitted as part of the application submittal packet. The report shall be prepared by a qualified professional consistent with California Office of Historic Preservation’s Archaeological Resource Management Reports Guidelines.

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

**Paleontological Report:** Unless specifically waived by the Planning Division prior to submittal, a Paleontological report shall be submitted as part of the application submittal packet. The report shall be prepared by a qualified professional consistent with Planning Division guidelines. Please contact the Planning Division at (760) 777-7125 for more information.

**Geotechnical Report:** Unless specifically waived by the Public Works Development Division prior to submittal, a geotechnical report shall be submitted as part of the application submittal packet. Depending on site conditions and location, inclusion of a rock-fall/slope analysis may be required. The report shall be prepared in accordance with Public Works Development Division guidelines.

Please contact the Public Works Development Division at (760) 777-7075 for more.
Parking Study: Unless specifically waived by the Planning Division prior to submittal, a parking study shall be submitted as part of the application submittal packet. The study shall be prepared in accordance with Planning Division guidelines.  
*Please contact the Planning Division at (760) 777-7125 for more information.*

Noise Study: Unless specifically waived by the Planning Division prior to submittal, a noise study shall be submitted as part of the application submittal packet. The report shall be prepared in accordance with Planning Division guidelines.  
*Please contact the Planning Division at (760) 777-7125 for more information.*

**REQUIREMENTS TO BE SUBMITTED PRIOR TO HEARING**

Public Notification Package: After a project is scheduled for Planning Commission review, a public notification packages 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.