

**PLANNING DEPARTMENT**

Voice - (760) 770-0340

Fax - (760) 202-1460

E-mail – [planning@cathedralcity.gov](mailto:planning@cathedralcity.gov)

68-700 Avenida Lalo Guerrero - Cathedral City, CA 92234

(Staff Use Only)

Case No.:

Related Case(s):

**MINOR DEVELOPMENT APPLICATION FORM**

The completeness of this application, which includes accompanying plans, shall be subject to the review of the Planning Department and Development Services Committee. This application is used for a variety of application processes and not all items may apply to your project. If you feel a requirement is not applicable to your project, write "N/A." If you have any questions while completing this application, please ask a member of the Planning Department for assistance. Incomplete applications will not be accepted (or the process may be delayed.) **(PLEASE PRINT OR TYPE)**

**CHECK APPLICATION TYPE(S) REQUESTED:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Variance (\$4,533) *                | <input type="checkbox"/> Time Extension (\$2,060)               | <input type="checkbox"/> CUP Revision - Minor (\$2,060)* |
| <input type="checkbox"/> Variance - Administrative (\$1,648) | <input type="checkbox"/> Design Review - Admin w/ARC (\$2,679)* | <input type="checkbox"/> Non-Construction CUP (\$,060)*  |
| <input type="checkbox"/> 2 - 4 Residential Units (\$1,648)*  | <input type="checkbox"/> Design Review - Admin (\$1,236)*       |  |

NOTE: Fees with an (\*) are deposits. These applications are subject to the Cathedral City Fully Burdened Hourly Rate Schedule for FY 24/25.

**PROJECT SUMMARY:**

Project/Business Name (if any):

Project Description (add extra page(s) if needed):

Property Address/Location:

Assessor's Parcel Number(s):

Total Gross Lot Area:

Total Net Lot Area:

Existing General Plan Designation:

Existing Zoning Designation:

Proposed General Plan Designation (if applicable):

Proposed Zoning Designation (if applicable):

Existing Uses and/or Structures on Site:

Surrounding Uses:

North:

South:

East:

West:

**PROJECT REPRESENTATIVE(S):****APPLICANT/****REPRESENTATIVE** Name:

Telephone No.:

Address:

Fax No.:

City:

State:

Zip Code:

Contact Person:

E-mail Address:

I certify under penalty of perjury that all the application information is true and correct:

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PROPERTY OWNER/****AGENT** Name:

Telephone No.:

Address:

Fax No.:

City:

State:

Zip Code:

Contact Person:

E-mail Address:

The City will provide the applicant with hearing notices and staff reports unless another party is identified.

**Date/Time Received:****Received By:****Amount Received:****Receipt No(s):**

I, \_\_\_\_\_ am the owner of the property described in this application and hereby authorize  
Print Name  
\_\_\_\_\_ to act on my behalf on matters pertaining to this application.  
Applicant/Representative Name

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: If more than one owner, a separate page must be attached listing the names and addresses of all persons (if a corporation, list officers, and principals) having interest in the property ownership.

ARCHITECT Name:	Telephone No.:	
Address:	Fax No.:	
City:	State:	Zip Code:
Contact Person:	E-mail Address:	

ENGINEER Name:	Telephone No.:	
Address:	Fax No.:	
City:	State:	Zip Code:
Contact Person:	E-mail Address:	

### APPLICANT AGREEMENT AND REIMBURSEMENT AGREEMENT:

Processing of this application will not begin unless this application is complete and all signatures are provided:

I, the undersigned as project Applicant or Representative of the project Applicant, hereby authorize the City of Cathedral City to review the submitted plans and specifications for this Application in accordance with the Cathedral City Municipal Code. I am herewith depositing \$ \_\_\_\_\_ to cover staff review, coordination, processing costs, noticing, and materials.

I understand that if the final cost is less than the deposit amount, the unused portion of the deposit will be refunded upon written request. I further understand that if the costs are more than the deposit fee, I shall pay the balance due within 30 days of receiving a bill from the City. I also understand that the City will cease processing my Application(s) until the deposit is brought current.

Pursuant to the Fee Schedule, Applications may only be processed if all billed fees and charges for processing the Application(s) have been paid. If in the course of processing such Application request(s), the Application(s) billed fees and charges have not been paid, the City will after a hearing deny the Application(s) based upon the Applicant's failure to provide said Application fees and charges as required by this Application.

Applicant(s) acknowledge and agree that by filing this application, and under the authority of Government Code Section 65105, that in the performance of their functions, City staff may enter upon the subject property and make examinations and surveys, provided that the entries, examinations, and surveys do not unreasonably interfere with the use of the land by those persons lawfully entitled to the possession thereof.

I, the Applicant(s), certify under penalty of perjury that I am the legal owner(s) (all individual owners must sign as they appear on the deed to the land), Corporate Officer(s) empowered to sign for the corporation, Owner's Legal Agent having power of Attorney (a notarized Power of Attorney document must accompany this application), or the owner's authorized representative (include a notarized consent form from the owner).

I, the Applicant(s), acknowledge and agree that I have included all of the required items and understand that missing items may result in delaying the processing of my application.

Applicant(s) agree to defend, indemnify and hold harmless the City of Cathedral City ("City") and its agents, officers, consultants, independent contractors and employees ("City's Agents") from any and all claims, actions or proceedings against the City or the City's Agents to attack, set aside, void, or annul an approval by the City, or the City's Agents concerning the Project (collectively "Claim"). The City shall promptly notify the Applicant of any Claim and the City shall cooperate fully in the defense. If the City fails to promptly notify the Applicant of any Claim or if the City fails to cooperate fully in the defense, the Applicant shall not thereafter be responsible to defend, indemnify, or hold harmless the City. Nothing in this paragraph shall obligate the City to defend any Claim and the City shall not be required to pay or perform any settlement arising from any such Claim not defended by the City, unless the settlement is approved in writing by the City. Nothing contained in this paragraph shall prohibit the City from independently defending any Claim, and if the City does decide to independently defend a Claim, the City shall bear its own attorney's fees, expenses of litigation and costs for that independent defense. The Applicant may agree to reimburse the City for attorney's fees, expenses of litigation and costs for that independent defense. Should the City decide to independently defend any Claim, the Applicant(s) shall not be required to pay or perform any settlement arising from any such Claim unless the settlement is approved by the Applicant.

This Application shall be a public record.

IT IS SO AGREED:

\_\_\_\_\_  
Name of Applicant (Print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

# LETTER OF CERTIFICATION

State of California  
County of Riverside  
City of Cathedral City

I, \_\_\_\_\_ hereby certify that attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County of Riverside within the area described and for a distance of three hundred feet (300') from the exterior boundaries of property legally described as:

---

---

---

---

---

---

I/we certify (or declare under penalty of perjury under the laws of the State of California) that the foregoing is true and correct.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

## APPLICATION REQUIREMENTS FOR MINOR DEVELOPMENT PROJECTS

Given the special nature of Minor Development Projects, all applicants should work with staff for the exact application requirements; however, each of the following applications should include the following information:

### Non-Construction Conditional Use Permit (CUP)

1. Complete and Signed Application.
2. Complete description of the requested use.
3. Letter from the owner of the property authorizing use.
4. Site Plan of the property to be used including the number of parking spaces.
5. Floor Plan of the interior of the proposed use with summary of total floor area to be used.
6. Photos of the Building to be used.
7. Architectural Drawings of any proposed changes to the Building.
8. Three-hundred foot (300') radius map based on assessor's parcel map, three (3) sets of mailing labels of all property owners with a three-hundred foot (300') radius, and completion of the Letter of Certification.

### Variance Application

1. Complete and Signed Application.
2. Complete description of the requested variance including the Section of the Municipal Code.
3. Basic Site Plan that shows where on the property the requested variance is located.
4. Three-hundred foot (300') radius map based on assessor's parcel map, three (3) sets of mailing labels of all property owners with a three-hundred foot (300') radius, and completion of the Letter of Certification.
5. The applicant shall provide a letter explaining the reasons for the variance request and the following findings shall be addressed:
  - A. That the granting of such variance will not be materially detrimental to other properties in the area or the permitted use thereof;
  - B. That there are exceptional or extraordinary circumstances or conditions applicable to the property or to the intended use that do not apply to other properties in the same zone or vicinity;
  - C. That the strict application of this title deprives such property of privileges enjoyed by other properties in the vicinity or in the same zone;
  - D. That the granting of the variance does not constitute a special privilege inconsistent with the limitations upon other properties in the vicinity or zone in which the property is located; and
  - E. That the granting of the variance is compatible with the objectives, policies, general land uses and programs specified in any adopted general plan.

### Variance - Administrative

1. Complete and Signed Application.
2. Complete description of the requested variance including the Section of the Municipal Code.
3. Basic Site Plan that shows where on the property the requested variance is located.

### Design Review - Administrative

1. Complete and Signed Application.
2. These applications deal with a specific type of modification to a Site Plan or Elevations, please see the Planning Department for the exact requirements.

### Time Extension

1. Complete and Signed Application.
2. Provision of a letter requesting a time extension with name of applicant, project number, location of project and date of original approval.

## **QUALIFIED MAP/LIST PREPARERS**

The businesses listed below provide property ownership information and radius maps. Please note that the list is for reference only and that Staff does not provide referrals or imply endorsement of any business.

Donna's Radius Maps 684 S. Gentry Lane Anaheim Hills, CA 92807 (714) 921-2921 or (714) 458-4798	NotificationMaps.com 668 N. Coast Highway, #401 Laguna Beach, CA 92651 (866) 752-6266
Advance Listing Services P.O. Box 2593 Dana Point, CA 92624 (949) 361-3921	Susan Case Inc 917 Glenneyre St., #7 Laguna Beach, CA 92651 (949) 494-6105
Ownership Listing Service P.O. Box 890684 Temecula, CA 92589-0684 (951) 699-8064	Radius Maps 211 S. State College Blvd. #5 Anaheim, CA 92806 (888) 272-3487 or (714) 323-6031
AM Mapping (626) 403-1803	Express Mapping 4000 Barranca Parkway, #250 Irvine, CA 92604 (949) 771-0051