

STEP

1

Where Do I Start?

From applications to zoning, introduce yourself to how our entitlement process works.

Goal: Make sure your development idea is feasible.

PLUS

Development Agreement

Discuss the need of a Development Agreement with Economic Development and Planning Staff.

STEP

2

Come In for Conceptual Review

Meet with Planning & Economic Development staff to review your proposal. We'll help you prepare your formal submittal.

Goal: Expose any fatal flaws early.

PLUS

Neighborhood Meeting

A meeting with residents or HOA's in the development area may be required at this point.

STEP

3

Submit Application

Submit either new or revised:

- application (new projects)
- plans
- other documents
- preliminary review fees

to Planning staff. Your plans are reviewed by City departments and outside agencies.

Goal: Get your proposal ready for public hearing.

STEP

4

Staff Review

Staff meets to discuss their comments at Staff Review.

First review takes 30 days, subsequent reviews take up to 30 days.

Make Revisions

Revise your project to address comments from Staff Review. Once Staff has deemed your submittal complete, proceed to the next step.

Ending Step 4 and Finishing Step 5

Based on complete application submittals and prompt response to requests for additional or corrected information it will take approximately 16-20 weeks to complete step 5.

STEP

5

Present at a Public Hearing

Attend Architectural Review Board to determine if your project is:

- approved
- conditionally approved
- denied

Attend Planning Commission to determine if your project is:

- approved
- conditionally approved
- denied

Attend City Council to determine if your project is:

- approved
- conditionally approved
- denied

Reviews by each governing body take up to 4 weeks.

Make Revisions

Revise your project to address comments from each Public Hearing. Once each governing body approves the project, proceed to the next step.

STEP

6

Submit Final Plans

Submit either new final or revised final:

- application (new projects)
- plans
- other documents
- final review fees

Your final plans are reviewed by City departments and outside agencies.

Goal: Get your proposal ready for recording.

STEP

7

Staff Review

Staff meets to discuss their comments at Staff Review. You are welcome and encouraged to attend this review.

First review takes 30 days, subsequent reviews take up to 30 days.

Make Revisions

Revise your project to address comments from Staff Review. Go back to Step 6. Once Staff determines it's ready, proceed to the next step.

STEP

8

Sign Development Agreement

Submit signed Development Agreement to City Staff for approval by City Attorney.

PLUS

Record Final Maps

Submit mylars with completed owner certifications. Staff collects City stamp and signatures and records mylars with City and County.

STEP

9

Entitlements Approved

Your project is done with development review. Work with Staff to implement any conditions of approval, if any were conditioned.

CITY OF RANCHO MIRAGE



Development Review Guide

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