

Conditional Use Permit (CUP) Submittal Requirements

Please use this information sheet as a checklist to assemble the materials required for your Conditional Use Permit, and bring it with you when you submit your application. If you have any questions about the items requested or if you wish to obtain information on processing schedules, please call the Development Partnership Center at (559) 621-8180. The following items must be submitted in order to process your application. If the plans are not legible, or do not contain the information listed below, your application will not be accepted for processing.

- Completed Application Form**
- Environmental Assessment Form**
- Application Fees** (Conditional Use Permit and Environmental Assessment)
- Preliminary Title Report and Supporting Deed Documents** (prepared within 30 days of submittal of the application; includes legal description)
- Letter of Owner Authorization** (If Owner is not the Applicant)
- Operational Statement**
- Site Plan**
 - Eight full size copies (folded to 8-1/2"x11" page size)
 - Two 11"x17" reduced size copies
- Landscape Plan**
 - Two full size copies (folded to 8-1/2"x11" page size)
 - Two 11"x17" reduced size copies
- Elevations & Floor Plans**
 - Three full size copies (folded to 8-1/2"x11" page size)
 - Two 11"x17" reduced size copies
- Electronic Submittal ***
 - Submit a CD containing all of the above requested documents in PDF format

**voluntary, as of 6/16/08; mandatory, as of 8/01/08*

Operational Statement must include the following:

- Project Site Address
- Assessor's Parcel Number (APN)
- Existing General Plan land use designation
- Existing zone district
- Identify the Community plan
- Identify the Specific Plan (if applicable)
- Identify the Redevelopment Plan (if applicable)
- Describe efforts that have been made to discuss the proposal with neighbors
- Describe how the proposal is complementary to the surrounding neighborhood
- Describe how the proposal helps implement the 2025 Fresno General Plan
- Describe, in detail, the proposed use(s)
- Detail the hours of operation and the number of employees
- Detail the expected daily visitors/users/guests
- Describe any reasonably foreseeable effects from construction and/or operation of the site that may impact the neighbors
- Detail all security measures

Site Plan must include the following:

General information:

- Sheet size of 24" x 36"
- Date of preparation
- Title block
- Scale: 1" = 30' or larger
- North arrow
- Vicinity map depicting four major streets (1/2 square mile)
- Existing General Plan land use designation
- Existing and proposed zone district
- Assessor's Parcel Number (APN)
- Project site address
- Contact information of the Property Owner, Applicant and Design Consultant
- Standard Notes (See attached document)

On-site information:

- Property lines and dimensions
 Note that the entire parcel of record (i.e., created pursuant to the State of California Subdivision Map Act and the Fresno Municipal Code) must be identified including a legal description. If only a portion of an existing parcel is to be developed, a key map shall be included depicting the entire parcel.
- Phase lines (if applicable)
- Scope of work: all items shall be listed as existing (to remain or to be removed), proposed or future
- Easements, both existing and proposed
- Points of access (vehicular and pedestrian)
- Buildings, existing and proposed, and their dimensions and setbacks from property lines
- Setback line illustrated with a dashed line and labeled
- Landscaped areas, existing and proposed
- Recycling and refuse enclosures
- All existing and proposed pad, utility vaults, transformers, backflow prevention devices, gas meters, free standing mailboxes, and type/location/height, of proposed lights/light poles, fire hydrants, etc.
- Fences/walls, existing and proposed, including height and type
- Signs, existing and proposed

Summary table that includes the following in square feet, acres and percentage:

- Project site area (net and gross)
- Existing building area (per building and use)
- Proposed building area (per building and use)
- Building coverage (i.e., lot coverage)
- Paved area
- Landscape area

Parking area information:

- All existing and proposed paved surfaces (walkways, driveways, etc.)
- All existing and proposed parking spaces
 - Locations and dimensions
 - Identify the three foot vehicle overhang adjacent to a continuous curb. No obstructions are permitted within the overhang
- Lighting is not to be included within the required 3 foot overhang area
- All existing and proposed bicycle parking spaces
- All existing and proposed loading zones (min. 12 ft. by 40 ft.; If loading zone is to be located within a building, depict on floor plan)
- Walkways that are adjacent to parking areas shall be a minimum of 7 feet in width
- Curbs must be six inches in height
- Wheel stops must be six inches in height
- Fire lanes must be clearly depicted

Summary table that includes the following:

- Number of parking spaces *provided* (compact and standard)
- Number of parking spaces *required*
- Number of handicap parking spaces *provided*
- Number of handicap parking spaces *required*
- Number of bicycle parking spaces *provided*
- Number of bicycle parking spaces *required*
- Ratio of parking spaces to floor area.
- Circulation aisles clearly depicted and dimensioned
- Direction arrows
- Disability parking, ramps and signage (including all site details)
- Paving per the Dept. of Public Works standards (i.e., P-41, P-42 and P-43)
- Planters: provide planter dimensions and radii
- Shopping centers:* clearly depict shopping cart collection areas including a six inch high curb
- Shopping centers:* clearly depict redemption centers
- Shopping centers:* clearly depict pedestrian paths, both internally and to the surrounding properties and outdoor dining areas (i.e., patios, benches, etc.)

Off-site information:

- Adjacent land use and zoning designations
- Adjacent streets, freeways, and railroads (labeled and dimensioned)
- Section lines and Center lines
- All existing and proposed dedications. Provide a dimension from the section and center lines to the existing and proposed property lines
- Street Improvements: Identify existing and proposed curb, gutter, sidewalks (provide width), driveway approaches (provide width), ADA ramps (provide radius), busbays, traffic signals, etc.
- All street furniture including utility poles, boxes, guy wires, signs, street lights (specify if wood or metal pole), fire hydrants, bus stop benches, trash receptacles, tree wells, etc.
- ADA: Identify the required four foot minimum path of travel along the public sidewalk adjacent to property
- Median Islands: Identify and specify if existing to remain, proposed or to be modified

- Intersections: If the proposed project is on street corner, provide the entire intersection on the site plan. If located on a major intersection, also provide existing striping
- Canals: Identify adjacent canals and provide a proposed cross section complete with dimensions (unless proposed to be piped)
- Sewer: Location and size of existing and proposed sewer lines and manholes
- Water: Location and size of existing and proposed water lines
- Storm Drain: Location of existing and proposed storm drain facilities
- Vacations: Identify and dimension all vacations
- Tree wells and method of irrigation

Landscape Plans must include the following:

- All landscape areas
- All trees, including species, both on-site and off-site (i.e., tree wells within the public right of way)

Summary table that includes the following:

- Number of trees per species
- Number of trees required per the Fresno Municipal Code
- Percent of parking lot shading that will be provided in 15 years
- Proposed species of trees are listed in the "Performance Standards for Parking Lot Shading" guidelines.

Elevations and Floor Plans must include the following:

- Elevations labeled appropriately (i.e., north, south, east and west) of all proposed buildings
- General architectural features (i.e., window and door locations, trim, materials, etc.)
- All wall-mounted equipment (i.e., lights, gutters, downspouts, etc.)
- All mechanical and electrical equipment and how it will be screened from the public right of way (i.e., HVAC units, meters, etc.)
- Height of each proposed building to the highest point of the structure measured from the nearest public right of way and a dashed line clearly depicting the maximum height limit of the City
- Emergency exits and pathways
- Samples of each proposed color (i.e., color schedule)

If required by Staff, the following specific information shall be provided:

- Historical Resources Inventory
- Traffic Impact Study
- Acoustical Analysis
- Market Analysis: Grocery Store proposals, identifying potential impacts on surrounding stores
- Other: _____

I verify that I am submitting all of the required materials on this checklist and I acknowledge that failure to comply with these requirements may result in my application not being accepted and/or may extend the length of time needed to review the project.

Applicant's Signature

Date

()

Applicant's Phone #

Applicant's E-mail Address