



# ALCOHOL USES- FEES AND PROCESSING

Development and Resource Management Department  
2600 Fresno Street, 3<sup>rd</sup> Floor, Rm 3076  
Call (559) 621-8277 for an appointment or visit [www.fresno.gov](http://www.fresno.gov) for information

Policy and Procedure No.

## C-003

Date:

July 2013

### Target Audience:

Planning staff and the general public

### Purpose:

The purpose of this policy is to streamline alcohol permits in order to better serve the public. **The following document contains the fees to be charged for different types of alcohol permits and the procedures for processing these applications.**

### Procedures:

1. For alcohol permits requiring a conditional use permit (CUP):

a. Materials.

- (i) [Application Form](#): If not signed by the owner, a letter of authorization is required.
- (ii) Five copies of the required exhibits (site plan/plot plan, floor plan, pictures of building). Site plan and floor plan must be to scale but may be submitted on 8.5" x 11" sized paper unless a new building or addition is proposed. If a new building or addition is proposed, please provide exhibits and other documents as required on the standard [CUP Submittal Requirements checklist](#).
- (iii) [Operational Statement](#) indicating hours of operation, type of license being requested, security, etc. If the proposed use is a restaurant, tavern or night club, the operational statement shall include all items listed in 12-326-F-1 of the Fresno Municipal Code.
- (iv) Grant deed for property

b. Fees.

- (i) See Table 1 below.

Table 1		
Application Type	Today's Fee	New fee
<b>Full Alcohol CUP with Major Impacts:</b> Any application where a Planning Commission Hearing is required, or any application that includes construction of a new building with a proposed alcohol use, or a new or existing alcohol use in combination with a new nightclub	\$10,239	<b>\$10,239</b>

<b>Full Alcohol CUP:</b> All New Applications (except restaurant only alcohol CUPs and those application types noted above)	\$10,239	<b>\$6,721<sup>1</sup></b>
<b>Minimal Impact Alcohol CUP:</b> Restaurants or Tasting Room** in Existing Buildings	\$10,239	<b>\$3,137<sup>2</sup></b>
<b>Major Modifications:</b> Upgrade/Expansion/Relocation in the same building or shopping center	\$10,239 for relocation \$5,333 for upgrade or expansion	<b>\$2,645<sup>3</sup></b>
<b>Minor Projects:</b> Examples include CUP downgrades, complimentary alcohol in hotels, change in hours of operation for a conforming use*	\$909	<b>\$164</b>

- (ii) If a building addition (including a patio) is proposed, Parks and Traffic review fees will be added to the fees noted above.
- (iii) The environmental fees noted above are the Initial Environmental Assessment (EA) fees. If staff's initial study results in the need for further environmental review, an additional EA fee may be required.
- (iv) \*A change in hours will only be considered a "Minor Project" when extending the hours of a restaurant use. Extending the hours of operation for dancing or alcohol sales requires an amendment to the existing CUP.

c. Processing.

- (i) Applications shall be processed like any other conditional use permit application except that the project will have limited routing and additional information will be sent to the Police Department as noted below:
  - (1) Unless a new building or addition is proposed, the project shall only be routed to the Police Department, Health Department, and Fire Department.
  - (2) Once the Planner receives the file, the Planner shall work up standard Police Department conditions and send them to the appropriate problem oriented policing (POP) officer to expedite the process.
  - (3) Note: Minor/Major revised exhibits to CUPs do not require noticing.

2. For alcohol permits allowed by right (site plan review (SPR) required):

a. Materials.

<sup>1</sup> Fee includes Amendment plus 10 hours staff time, EA, Police, Fire & scanning  
<sup>2</sup> Fee includes Major Revised Exhibit, Police fee, 3 hours staff time (\$164/hr), \$300 noticing fee  
<sup>3</sup> Fee includes Major Revised Exhibit, Police fee, \$300 noticing fee

(i) Same materials required above (1-a)

b. Fees

(i) See Table 2 below.

<b>Table 2</b>		
Application Type	Today's Fee	New fee
<b>Full Alcohol SPR with Major Impacts:</b> Any application that includes construction of a new building with a proposed by-right alcohol use	\$8,967	<b>\$8,967</b>
<b>Full Alcohol SPR:</b> New Applications for by-right alcohol uses in existing buildings (including night clubs without alcohol)	\$8,967	<b>\$4,536<sup>4</sup></b>
<b>Minimal Impact Alcohol SPR:</b> Restaurants or Tasting Room** in Existing Buildings	\$8,967	<b>\$2,592<sup>5</sup></b>
<b>Major Modifications:</b> Upgrade/Expansion/Relocation in the same building or shopping center	\$8,967 for relocation \$4,788 for upgrade or expansion	<b>\$1,590<sup>6</sup></b>
<b>Minor Projects:</b> Minor Projects (downgrade, complimentary alcohol in hotels or spas, change in hours of operation for a conforming use*)	\$727	<b>\$164</b>

(ii) If a building addition (including a patio) is proposed, Parks and Traffic review fees will be added to the fees noted above.

(iii) The environmental fees noted above are the Initial Environmental Assessment (EA) fees. If staff's initial study results in the need for further environmental review, an additional EA fee may be required.

(iv) \*A change in hours will only be considered a "Minor Project" when extending the hours of a restaurant use. Extending the hours of operation for dancing or alcohol sales requires an amendment to the existing SPR/CUP.

c. Processing.

(i) Applications shall be processed like any other site plan review application except that the project will have limited routing and additional information will be sent to the Police

<sup>4</sup> Fee includes Amendment, EA, Police, Fire & scanning

<sup>5</sup> Fee includes Major Revised Exhibit, Police fee, 3 hours staff time (\$164/hr), \$300 noticing fee

<sup>6</sup> Fee includes Major Revised Exhibit

Department as noted below:

- (1) Unless a new building or addition is proposed, the project shall only be routed to the Police Department, Health Department, and the Fire Department.
  - (2) Once the Planner receives the file, the Planner shall work up standard Police Department conditions and send them to the appropriate Problem Oriented Policing (POP) officer to expedite the process.
- (ii) "Minor Projects": These types of projects are not required to be routed. The applicant shall submit an operational statement and staff shall review it and issue an approval letter with appropriate conditions.

**Definitions:**

\*\* Tasting Room: A tasting room is a part of a retail wine store at which guests may sample the store's products. The tasting room shall comprise no more than 50% of the floor space of the business. Pours shall be no more than 4 ounces and wine shall be available for sale by the bottle. A similar business not meeting these criteria shall be considered a tavern for entitlement fee purposes. Tasting rooms are allowed in zone districts where both the retail sale of alcohol for off-site consumption is allowed and where taverns are allowed. Tasting rooms shall meet the requirements of a tavern in the FMC.

**References:**

Fresno Municipal Code

Section 12-304-B-24

Section 12-326 (Restaurants, Taverns and Night clubs)

Section 12-327 (Dancing)

Master Fee Schedule

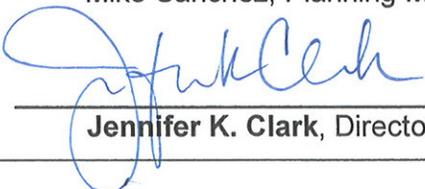
Effective August 27, 2012

**Review and Responsibility:**

Development and Resource Management Department, Police Department

**Signature:** \_\_\_\_\_  
Mike Sanchez, Planning Manager

**Dated:** \_\_\_\_\_

**Signature:** \_\_\_\_\_  
  
Jennifer K. Clark, Director

**Dated:** 9/30/13