

CITY OF FRESNO
DEVELOPMENT DEPARTMENT

Policies & Procedures

PLAN CHECK PROCEDURES FOR COUNTER PLANNERS

ISSUE NO. 11

TITLE: PROCEDURE FOR RELOCATION INSPECTION; RESIDENTIAL

DATE: MAY 14, 1996

STATEMENT:

Whenever a member of the public proposes to relocate a building, residential or commercial, for one site to another, the first step is to submit for a "relocation inspection". (See attached application form.) This issue proposes to establish a clear and precise path of responsibility for the efficient processing of these applications by both building and planning staff, including those citizen's committees that have requested to review these applications.

REFERENCES:

Development Department Policy;

Memorandum dated May 10, 1994, entitled: PLAN CHECK PROCEDURES

Memorandum dated July 20, 1995, entitled: IMPLEMENTATION OF ROOSEVELT COMMUNITY PLAN IMPLEMENTATION COMMITTEE REVIEW OF RELOCATION APPLICATIONS.

PROCEDURES:

The following documentation shall be submitted for a relocation inspection request:

1. A completed application form.
2. Five (5) copies of the building floor plans, including a note as to the former and proposed use of that building.
3. Five (5) copies of a fully dimensioned, drawn to scale, plot plan. The plot plan must show the property lines, any existing structures, and the placement of the building on the property.
4. Two sets of photographs of the building to be moved, showing all four sides (elevations), the proposed site, and a photo of the site directly opposite the proposed site.

The Building and Safety counter staff shall review the proposed package for completeness. If it is complete, the application shall be accepted. If it is not complete, staff will advise the applicant what additional information is necessary to be accepted.

Upon acceptance, the Building and Safety counter staff shall assign a file number to the application and route the "sets" of plans to the appropriate offices for review and comment.

Set One shall be delivered to the Planning Counter Staff within one working day of acceptance. The package shall include the plot plan, the floor plan, one set of photographs, and a "R-3 OCCUPANCY ZONING CHECKLIST" with the first four lines filled out.

During the acceptance process the Building and Safety counter staff shall try to determine if the proposed site is within the Tower, West Area or the Roosevelt Community Planning areas. If it is, staff will write either "Tower", "West Area", or "Roosevelt" on the R-3 checklist. This will signal all personnel involved in this procedure, that the project must be routed to the appropriate Citizen's Committee for review and comment.

The Planner permanently assigned to the front counter shall have the primary responsibility to review and comment upon the relocation inspection application. However, all Planners rotating through the "Duty" Planner position, shall have secondary responsibility to process these applications.

The Planner shall complete the review and comment of these applications within four hours of receiving the complete package. IF THE PACKAGE IS LACKING PERTINENT INFORMATION, IT SHALL BE RETURNED TO THE BUILDING AND SAFETY STAFF TO OBTAIN THE MISSING INFORMATION.

Upon accepting the package for review, the Planner shall complete the R-3 checklist. During this review, the requirements of the zoning ordinance, the specific or community plan requirements, and other department policies that may apply to the subject site shall be imposed.

The Planner shall also examine the request to insure that the proposed building, and use of the building being relocated, are compatible with the zone district of the site to which the building is being moved. (Is the use permitted? By right? is a conditional use permit required?)

The Planner shall comment on the application form, and/or the R-3 checklist of any conditions or restrictions that shall be applied if the proposal is to be approved, approved with conditions, or denied.

Upon completion, the Planner shall verify if the proposed site is within one of the aforementioned planning areas. If it is not, the Planner shall deliver the package with comment, to the Senior Engineering Technician (Louise Monroe), completing their review.

If the proposed site is within one of those planning areas, the Planner shall create a second copy of the package, including their comments, and hand carry the copied package, including the set of photographs, to the planning staff member who serves as liaison to the appropriate committee. (Current assignments: Sunchi Koo for the Tower District, Sandy Brock for the West Area, and Mike Jacob for the Roosevelt plan area.) The original set one shall be delivered to the Senior Engineering Technician, completing the review and comment procedure for the Counter Planner.

City of



City Hall
Fresno, California 93721-3604

Development Department
Alvin P. Solis, Director

Fee: _____
Date: _____

Application No. _____
Cashier Memo: _____

RELOCATION OR CHANGE OF OCCUPANCY/USE INSPECTION APPLICATION

- RELOCATION INSPECTION (5 Copies of plans required)
- CHANGE OF OCCUPANCY INSPECTION (6 Copies of plans required)
- CHANGE OF USE INSPECTION (6 Copies of plans required)

INSTRUCTIONS

BEFORE THIS APPLICATION CAN BE ACCEPTED, THE FOLLOWING ITEMS MUST BE COMPLETED:

1. Submit required copies of **complete floor plans**. Include information pertaining to the existing use and the future use of all portions of the building.
2. Submit required copies of **complete plot plan**. Provide minimum 18 by 24 inch fully dimensioned drawing, including the location of the property lines and structures adjacent to this structure.
3. The following **additional information** must be submitted with the **relocation inspection** application:
 - (A) Photograph of existing building to be relocated.
 - (B) Photograph of the proposed site.
 - (C) Photograph of properties directly affected by the proposed relocation.

INFORMATION:

Name _____ Phone _____

Address _____
Street City State Zip

Address of Present Site _____

Address of Proposed Site _____ APN: _____

FOR CHANGE OF OCCUPANCY, DESCRIBE IN DETAIL THE CHANGE FROM ONE USE TO ANOTHER USE:

REMARKS _____

SIGNATURE OF APPLICANT _____ **Date:** _____

Reviewed by Structural Engineering _____ HTE Entry _____

Reviewed by Development Services _____ Zone District _____

No Requirements

Additional Information required to be submitted.

Plan Review Area _____

(A) Conditional Use Permit

Routed to Appropriate Plan Committee _____

(B) Site Plan Review

Special Permit No. _____

(C) Complete Plot Plan