



AMENDING PREVIOUSLY APPROVED ENTITLEMENTS Amendments and Revised Exhibits

Development and Resource Management Department
2600 Fresno Street, 3rd Floor, Rm 3076
Call (559) 621-8277 for an appointment or visit www.fresno.gov for information

Policy and Procedure No.

G-003

Date:

August 2012

Target Audience:

Planning staff and the general public

Purpose:

The Department has established this procedural outline to assist the Planner in determining the level of review, materials to be submitted, and the appropriate fee to be paid for amendments to Site Plan Review Applications and Conditional Use Permits.

This policy is an amendment to a policy of the same name that went into effect on February 29, 1996. The purpose of these changes is to bring the current policy into conformance with the new fee schedule to go into effect August 27, 2012.

Procedures:

When the client is proposing to amend, alter, or revise a specific project, staff will be required to determine the type of application (SPR or CUP), level of review, what forms and exhibits are to be filed, and what fees are to be paid.

Before proceeding, it is important to note that there are two exceptions to this policy. They are as follows:

---New Land--- If the proposed addition or alteration encompasses a land area not included in the original development as defined in the previous entitlement, a new application is required. The site plan shall illustrate the entire integrated project.

---New Use--- If the proposed addition requires a CUP for a use that has never been assessed, it shall require a new CUP.

I. Type of Application

- A. Determine if the proposed use is permitted by right, or permitted by CUP in the zone district of the subject site.
- B. Research the APN sheets to find if there was a previously approved entitlement
 1. If you do not find a record of a previous entitlement, make sure the type of application is compatible with the proposed use.
 2. If you find a record of a previous entitlement, cross-check the type of application with the current zone district, then reconcile the appropriate type of entitlement.

II. Level of Review

A. **Minor Revised Exhibit.**

1. Criteria.

- a) Must be one of the following:

- a. Any addition of 600 square feet or less of gross floor area to an existing

building or structure that does not require routing to other offices for review.

- b. Any significant alteration to building elevations, landscape and irrigation plans, etc., that does not require routing to other offices for review.
- c. Any change to a telecommunications tower that does not change the appearance of the tower or the lease area.
- d. Fences on single-family reversed corner lot.
- e. Large Family Daycare home.
- f. Installation of ISO containers on a developed site.

b) No Environmental Assessment.

2. Materials.

- a) Application Form: If not signed by the owner, a letter of authorization is required.
- b) Three full-sized and two reduced (11"x 17") copies of the site plan and building elevation drawings.
- c) Any other documents (i.e., operational statement) deemed appropriate.

3. Fees. The following fees shall be assessed.

- a) SPR: Application fee; \$727.00
- b) CUP: Application fee; \$909.00

B. Major Revised Exhibit

1. Criteria.

- a) Must be one of the following:
 - a. Any addition of 600 square feet or less of gross floor area to an existing building or structure that does require routing to other offices for review.
 - b. Any significant change in building or site layout that does require routing to other offices for review (i.e. change in parking lot layout, relocation of buildings, etc.).
 - c. Any significant alteration to building elevations, landscape and irrigation plans, etc that does require routing to other offices for review.
 - d. Any change to a telecommunications tower that results in a minor change in appearance of the tower or the lease area (addition of antennas, a radome or other visible equipment) but does not result in an increase in height or relocation of an existing tower.
 - e. CRV Recycling Center per Director's Classification 180 (CUP).

- f. Outdoor Sales and Display Areas (see related policy for requirements)
- g. By-right uses in the C-4 zone district (SPR).
- h. New parking lots on already developed land.
- i. Minor change to an approved use that does not result in additional environmental impacts or an expansion of a use on new property.

b) No Environmental Assessment.

2. Materials.

- a) Application Form: If not signed by the owner, a letter of authorization is required.
- b) Five full-sized and two reduced (11"x 17") copies of the site plan and building elevation drawing.
- c) Any other documents (i.e., operational statement) deemed appropriate.

3. Fees. The following fees shall be assessed.

- a) SPR: Application fee; \$1,590.00
- b) CUP: Application fee; \$2,135.00

C. Minor Amendment

1. Criteria.

- a) Must be one of the following:
 - a. Any addition to an existing building or structure greater than 600 square feet of gross floor area but less than 2,500 square feet.
 - b. Any major change to a telecommunications tower that results in an increase in height or relocation of an existing tower.
 - c. Major change to an approved use that results in additional environmental impacts or expansion of a use on new property.
 - d. Alcohol upgrade when the Director has granting authority (pursuant to Section 12-326 of the FMC).
 - e. Second Dwelling Unit (SPR, covenant, no EA fee)
- b) Environmental Assessment Required unless noted otherwise.
- c) Noticing Required for Conditional Use Permits.

2. Materials.

- a) Application Form: If not signed by the owner, a letter of authorization is required.
- b) Copy of the Grant Deed and/or title report (as determined by counter staff).
- c) Exhibits as required by the application form for a "new" CUP/SPR.
- d) Any other documents (i.e., operational statement) deemed appropriate.

3. Fees. The following fees shall be assessed.

c)	SPR:	Application fee;	\$2,726.00
		E. A. fee;	1,181 (min) **
		City Filing Fee	55.00
		Traffic, SPR;	91.00
		Fire Dept, SPR;	247.00
		Parks, SPR;	56.00
		Police	210.00
		EA NOD, County	50.00
		Scanning Fee	<u>172.00</u>
		TOTAL	\$4,788.00
d)	CUP:	Application fee;	\$3,271.00
		E. A. fee;	1,181 (min) **
		City Filing Fee	55.00
		Traffic, SPR;	91.00
		Fire Dept, SPR;	247.00
		Parks, SPR;	56.00
		Police	210.00
		EA NOD, County	50.00
		Scanning Fee	<u>172.00</u>
		TOTAL	\$5,333.00

*** Initial Environmental Assessment fee. If the staff's initial study results in the need for further environmental review, an additional EA fee will be required.*

D. Projects that do not fit the criteria above will be considered full site plan reviews or conditional use permits. See front counter staff for appropriate fees.

References:

Fresno Municipal Code

For multiple family, office, commercial and industrial zone districts listed in Chapter 12 (the Zoning Ordinance) of the Fresno Municipal Code, it is required that before any building or structure is erected, a site plan review (SPR) be submitted and approved. Whenever a use is permitted by conditional use permit (CUP), the CUP will be submitted and approved in lieu of the SPR.

Development Department Policy

Section 2-1040.3, of the Administrative Practice Manual for development projects, states that approved site plan reviews and conditional use permits, which have been exercised, may be amended from time to time to provide for additions and alterations. The Department has also established that the same practice shall be followed for projects without a previously approved SPR or CUP.

Master Fee Schedule

Effective August 27, 2012

Review and Responsibility:

Development and Resource Management Department

Signature:



Mike Sanchez, Planning Manager

Dated:

8/31/12