

# Business-Friendly Fresno:

# Planning PROCESS

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## Decisions that “stick”

The City of Fresno has developed Business-Friendly Fresno to establish accountability and clear protocols and authority for decision-making that align with the General Plan, Development Code, and pre-zoning. Improved technology, customer service, and continuous improvement through training and staff development will help us keep the commitment to our standards, to honor developers' time and budgets, and to work together to “get to yes.”

Contact name  
Number  
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Hours

## PLANNING PROJECT LEVELS

PROJECT LEVELS	PROJECTS TYPES	REVIEW TIMELINE
LEVEL 1A	<ul style="list-style-type: none"> <li>Tenant Improvement (verification of allowed use)</li> <li>Standard Sign Applications</li> <li>Zoning Clearance for Business License</li> </ul>	Over the Counter
LEVEL 1B	<ul style="list-style-type: none"> <li>Rear Yard Encroachment</li> <li>Minor Deviation</li> <li>Standard Plans for Single Family Homes</li> <li>“File Stuffer”<sup>1</sup></li> <li>Minor Revised Exhibit<sup>1</sup> (no routing required)</li> <li>Zoning Inquiries (different process: application submittal, staff research, letter sent to applicant)</li> </ul>	2–14 days
LEVEL 2	<ul style="list-style-type: none"> <li>Major Revised Exhibit<sup>1</sup> (routing required)</li> <li>Industrial Site Plan Review</li> <li>Alcohol conditional use permit</li> <li>Standalone environmental assessments (&lt;MND)</li> </ul>	30–45 days
LEVEL 3	<ul style="list-style-type: none"> <li>Amendment—as defined in Policy and Procedures G-003 <i>Application for a modification to a developed site (modification to approved site plan or conditional use permit)</i></li> <li>Full Site Plan Review Application</li> <li>Full Conditional Use Permit Application</li> <li>Tentative Parcel or Tract Maps</li> <li>Standalone environmental assessments (MND)</li> </ul>	Goal of 75–90 days
LEVEL 4	<ul style="list-style-type: none"> <li>Multiple Applications (i.e. rezone and CUP)</li> <li>Rezone</li> <li>Plan Amendment</li> <li>Annexation</li> <li>Text Amendment</li> </ul> <p><sup>1</sup>Director's Classification (different process: see supervising planner for clarification)</p>	Project Status within 30 days with a specified time for completion (goal of 90–120+ days)

## PLANNING REVIEW PROCESS

### PRE-APPLICATION REVIEW

INITIAL PLANNING REVIEW:		DEVELOPMENT REVIEW COMMITTEE (DRC)	PRE-APPLICATION VERIFICATION CORRESPONDENCE	SUBMITTAL	CROSS-DEPARTMENT REVIEW	FORMAL PLANNING REVIEW	PROJECT APPROVAL:	CORRECTED EXHIBIT PROCESS	PLANNING SIGN-OFF ON BUILDING PERMITS		
STEP 1	STEP 2						STEP 1	STEP 2			
Counter staff reviews proposal.	SKIP FORWARD										
Counter staff reviews application.	Counter staff confirms all needed documents are submitted, and supervising Planner confirms that no routing is required.	SKIP FORWARD				Planner reviews for consistency with code and policies.	Planner prepares approval letter or signs off on standard plan.	SKIP FORWARD			
Counter staff reviews application and confirms use is allowed.	Supervising Planner confirms that routing is required and determines whether DRC review is necessary.	<p>SCHEDULE DRC MEETING</p> <p>NO MEETING REQUIRED</p>	Applicant meets with DRC. Within 10 days, Planner sends out summary letter of pre-application review.	Applicant makes appropriate modifications and submits one set of plans to Planner. Planner will confirm within one week if the application is ready to submit.	PROCESSING	Applicant makes an appointment with Planner to submit complete application(s) in accordance with relevant submittal checklist(s).	Project is routed to internal departments and outside agencies for comments and conditions.	Planner reviews for consistency with code and policies. Once all comments are received, Planner prepares approval documents.	Planner takes action to approve or deny. If approved, applicant is given conditions of approval.	Applicant makes necessary changes to the project and resubmits the exhibits.	
Applicant makes an appointment with a Planner to discuss proposed project.	If Planner confirms proposed use is allowed, applicant schedules a meeting with DRC.		Applicant meets with DRC. Within 10 days, Planner sends out summary letter of pre-application review.	Applicant makes appropriate modifications and submits plans to Planner electronically. Planner will confirm within one week if the application is ready to submit.		Applicant makes an appointment with a Supervising Planner to discuss proposed project.	Supervising Planner confirms with Planning Manager that staff is in support of project. Supervising Planner determines whether DRC review is necessary.	<p>SCHEDULE DRC MEETING</p> <p>NO MEETING REQUIRED</p>	Applicant meets with DRC. Within 10 days, Planner sends out summary letter of pre-application review.	Applicant makes appropriate modifications and submits plans to Planner electronically. Planner will confirm within one week if the application is ready to submit.	<p>SCHEDULE DRC MEETING</p> <p>NO MEETING REQUIRED</p>

### CORRECTIONS AND APPROVAL

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# Business-Friendly Fresno: Building PROCESS

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## BUILDING PROJECT LEVELS

PROJECT LEVELS	EXAMPLE PROJECTS	FORMAL REVIEWS	REVIEW TIMELINE
LEVEL 1	<ul style="list-style-type: none"> <li>Simple over-the-counter permits that do not require plans</li> <li>Standard single-family home permits</li> <li>Residential Solar Photovoltaic</li> <li>Standard Sign Applications</li> </ul>	All applications will be reviewed for completeness prior to acceptance for plan check submittal.	1–3 business days
LEVEL 2	<ul style="list-style-type: none"> <li>Residential Additions/Alterations Residential Fire</li> <li>Repairs requiring plans</li> <li>Commercial Tenant Improvements</li> <li>Miscellaneous structures such as storage racks, cell towers, etc.</li> <li>Plan addendums</li> </ul>		7–14 business days
LEVEL 3	<ul style="list-style-type: none"> <li>New custom single family residence</li> <li>New standard tract home plans</li> <li>New apartment projects</li> <li>New commercial buildings</li> <li>New religious buildings</li> <li>New restaurant buildings</li> <li>Hotels/motels</li> <li>Parking garages</li> <li>New medical buildings</li> <li>Change of occupancy</li> </ul>		21 business days
LEVEL 4	<ul style="list-style-type: none"> <li>Complex industrial projects</li> <li>Public utility capital improvement projects</li> <li>Multi-story high-rise buildings</li> <li>Health care facilities</li> </ul>		28 business days

## BUILDING REVIEW PROCESS

APPLICANT COMES TO CITY HALL	MEET PERMIT COUNTER STAFF	PLAN REVIEW PROCESS	HISTORIC PRESERVATION CONSIDERATIONS	BUILDING DIVISION PLAN REVIEW COMPLETED	APPLICANT PICKS UP PLANS AND CORRECTION LIST FROM CITY	APPLICANT CORRECTS PLANS TO ADDRESS CORRECTION LIST	BACK CHECK APPOINTMENT WITH PLAN CHECKERS	APPLICATION APPROVED	PERMITS ISSUED FOR CONSTRUCTION
Collaborate with staff to determine level of project review.  Note: The project level may be different than the Planning Review Process project level.	Staff creates application in City's permitting system and either issues permit or routes application for processing.		<ul style="list-style-type: none"> <li>Properties individually listed on the local, state, or national register</li> <li>Properties more than 50 years of age</li> <li>Properties eligible for listing</li> </ul>	<b>SKIP FORWARD</b> 					
	Staff creates application in City's permitting system, applicant pays plan check submittal fee, plans routed to applicable departments for plan review processing.	Plans are reviewed by Building and Safety plan check staff and other outside departments and divisions.	*If property determined to be historic, sign-off required prior to issuance of permits.	Plan corrections from each department are compiled and a Plan Check Correction List is created. Applicant is contacted; plan check is completed and ready for pickup.	<b>SKIP FORWARD</b> 		Design Professional meets with staff from each department or division with corrections to review revised plans and sign off Plan Check Correction List.	Plan Check Correction List is signed off and approved by all departments.	Applicant/contractor completes permit affidavit and presents all approved documents to permit counter for processing.