



# AMENDING PREVIOUSLY APPROVED ENTITLEMENTS Amendments and Revised Exhibits

Development and Resource Management Department  
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Call (559) 621-8277 for an appointment or visit [www.fresno.gov](http://www.fresno.gov) for information

Policy and Procedure No.

# G-003

Date:

Updated  
September 2015

## Target Audience:

Planning staff and the general public

## Purpose:

The Department has established this procedural outline to assist Planners and the Public 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 and later revised in August 2012. The purpose of these changes is to modify the definitions of the levels of review.

## 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.

### II. Level of Review

#### A. "File Stuffer" (Level 1)

##### 1. Criteria.

- a) Must be one of the following:

- a. Any addition resulting in a minimal (<200 square feet) increase of gross floor area that does not require routing to other offices for review. Any modification to a parking lot automatically requires review by Traffic (Public Works).
- b. Minor ADA upgrades in a parking lot where Traffic (Public Works) has given approval at the counter and the site is losing no more than 1 parking stall.

- c. ABC CUP downgrades.
  - d. Changes in restaurant hours not affecting alcohol sales.
  - e. Updating an operational statement.
  - f. Any change to a telecommunications tower that does not change the appearance of the tower or the lease area (i.e. new equipment in the fenced lease area). Equipment additions/modifications within an existing radome do not require review.
  - g. Any insignificant alteration to building elevations, landscape and irrigation plans, etc., that does not require routing to other offices for review.
- b) No Environmental Assessment.
2. Materials.
- a) Application Form: If not signed by the owner, a letter of authorization is required.
  - b) Two reduced (11"x17") copies of the site plan and building elevation drawings
  - c) Operational statement and any other documents deemed appropriate.
3. Fees. The following fees shall be assessed.
- a) SPR/CUP: Application Fee: \$164.00

## **B. Minor Revised Exhibit (Level 1)**

1. Criteria.
- a) Must be one of the following:
    - a. Any addition of 1,000 square feet or less of gross floor area to an existing building or structure or a new building or structure less than 1,000 square feet that does not require routing to other offices for review and does not expand or propose a use requiring a conditional use permit. For projects requiring only Traffic review, if an applicant gets Traffic to sign-off on the site plan prior to submittal, the project will be considered a Minor Revised Exhibit.
    - b. Any significant alteration to building elevations, landscape and irrigation plans, etc., that does not require routing to other offices for review.
    - c. Any modification to a telecommunications facility that does not constitute a substantial change as defined by the FCC Wireless Infrastructure Report and Order dated October 21, 2014.
    - 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

**C. Major Revised Exhibit (Level 2)**

1. Criteria.

- a) Must be one of the following:
  - a. Any addition of 2,500 square feet or less of gross floor area to an existing building or structure or a new building or structure less than 2,500 square feet that does require routing to other offices for review and does not expand or propose a use requiring a conditional use permit.
  - a. 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.).
  - b. Any significant alteration to building elevations, landscape and irrigation plans, etc that does require routing to other offices for review.
  - c. CRV Recycling Center per Director's Classification 180 (CUP).
  - d. Outdoor Sales and Display Areas (see related policy for requirements)
  - e. By-right uses in the C-4 zone district (SPR).
  - f. New parking lots on already developed land.
  - g. Minor change to an approved use that does not result in additional environmental impacts or an expansion of a use on new property.
  - h. Any addition of solar covered parking structures greater than 1,000 square feet that requires routing to other offices for review.

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

**D. Amendment (Level 3)**

1. Criteria.

- a) Must be one of the following:
  - i. Any addition to an existing building or structure or new structure greater than 2,500 square feet of gross floor area but less than 10,000 square feet.
  - ii. Any substantial change to the physical dimensions of an existing wireless tower or base station as defined by the FCC Wireless Infrastructure Report and Order dated October 21, 2014.
  - iii. Major change to an approved use that results in additional environmental impacts or expansion of a use on new property.
  - iv. The addition of a drive-through to an existing or previously approved building.
  - v. Tow yards and auto body shops requiring a conditional use permit but proposed to be located within existing buildings with no proposed site changes.
  - vi. Alcohol upgrade or expansion when the Director has granting authority (pursuant to Section 12-326 of the FMC). This is considered a "Major Modification" in Policy and Procedure C-003. An Amendment procedure is required although the fees shall be as reflected in Policy and Procedure C-003.
  - vii. 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.*

**E. Projects that do not fit the criteria above will be considered full site plan reviews or conditional use permits (Level 3). 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, Assistant Director

Dated: Sept 4, 2015