

## Submittal Requirements for Pre-Application Reviews by the Development Review Committee (DRC)

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| <b>Required</b>          | Please use this as a checklist to assemble the materials required when submitting your pre-application in the <a href="#">FAASTER</a> system. The following items must be submitted in order to schedule your project for pre-application review. Please follow ALL hyperlinks. <b><u>If the plans are not legible, or do not contain the information listed below, your application will be deemed incomplete and rejected.</u></b>   |
| <input type="checkbox"/> | <b>Instructions:</b> <ol style="list-style-type: none"> <li>1. All plans and documents <u>must</u> be uploaded in PDF format.</li> <li>2. A separate PDF document is required for each plan type (i.e. separate PDF required for site plans, separate PDF for landscape plans, etc.).</li> <li>3. Each plan type should only have one PDF uploaded (i.e. if there is more than one site plan exhibit, upload a multi-page PDF).</li> <li>4. If FAASTER system requires a document type not included on this checklist, upload blank PDF document called "Dummy Document".</li> </ol> |
| <input type="checkbox"/> | <b>Complete Application in FAASTER (<a href="http://www.fresno.gov/faaster">www.fresno.gov/faaster</a> ).<br/> <b><u>Choose "Pre-Application Meeting"</u></b></b>  |
| <input type="checkbox"/> | <b><u>Operational Statement</u> (Electronic)</b> (Project Narrative)   |
| <input type="checkbox"/> | <b>Project Site Plan (Electronic, uploaded into the system)</b><br>Site Plan drawing shall detail the proposal and be to scale and dimensioned.  |
| <input type="checkbox"/> | <b>Provide one 24" x 36" copy of the proposed site plan drawing and submit to the Development Services Coordinator</b>   |
| <input type="checkbox"/> | <b>Optional: Elevations, Floor Plans, Site Photographs</b>   |