

## Submittal Requirements for Alcohol Conditional Use Permits

(excluding on-site alcohol sales in Downtown Districts)

<b>Required</b>	<p>Please use this checklist to assemble the materials required for your application when submitting the application in FAASTER. The following items must be submitted in order to process your application. <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></p>											
<input type="checkbox"/>	<p><b>Instructions:</b></p> <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". Make sure you select the required document "Type" from the dropdown list.</li> </ol>											
<input type="checkbox"/>	<p><b>Complete Application in FAASTER (<a href="http://www.fresno.gov/faaster">www.fresno.gov/faaster</a>). Use the following guideline to choose the correct application type in FAASTER under Planning/Land Division:</b></p> <ol style="list-style-type: none"> <li>1. <b><u>Choose Revised Exhibit Minor - Conditional Use Permit</u></b> for the following: ABC license downgrades, complimentary alcohol in hotels, and change in hours for when extending the hours of a restaurant use. Extending the hours of operation for dancing or alcohol sales requires an amendment to the existing CUP, which will require you to choose option #2 below.</li> <li>2. <b><u>Choose Conditional Use Permit</u></b> for the following:</li> </ol> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 70%;">Description</th> <th style="width: 30%;">Fee</th> </tr> </thead> <tbody> <tr> <td>Applications for new off-sale licenses, bars or nightclubs</td> <td style="text-align: center;">\$6,752</td> </tr> <tr> <td>Applications for new restaurants or tasting rooms.</td> <td style="text-align: center;">\$3,955</td> </tr> <tr> <td>Upgrade/Expansion/Relocation in the same building or shopping center</td> <td style="text-align: center;">\$2,775</td> </tr> <tr> <td>Any application that includes construction of a new building with a proposed alcohol use. Both applications must be submitted concurrently (or application for development submitted first) in order to receive the lower fee.</td> <td style="text-align: center;">\$1,865 for alcohol application <b>AND</b> Full CUP or DP fees (paid under separate application)</td> </tr> </tbody> </table>		Description	Fee	Applications for new off-sale licenses, bars or nightclubs	\$6,752	Applications for new restaurants or tasting rooms.	\$3,955	Upgrade/Expansion/Relocation in the same building or shopping center	\$2,775	Any application that includes construction of a new building with a proposed alcohol use. Both applications must be submitted concurrently (or application for development submitted first) in order to receive the lower fee.	\$1,865 for alcohol application <b>AND</b> Full CUP or DP fees (paid under separate application)
Description	Fee											
Applications for new off-sale licenses, bars or nightclubs	\$6,752											
Applications for new restaurants or tasting rooms.	\$3,955											
Upgrade/Expansion/Relocation in the same building or shopping center	\$2,775											
Any application that includes construction of a new building with a proposed alcohol use. Both applications must be submitted concurrently (or application for development submitted first) in order to receive the lower fee.	\$1,865 for alcohol application <b>AND</b> Full CUP or DP fees (paid under separate application)											
<input type="checkbox"/>	<p><b>All Required Fees Paid</b></p> <p>Fees will be invoiced after application is submitted. All fees must be paid before application is deemed complete. Fees must be paid within three days of fees being invoiced (e-mail will be sent).</p>											

<input type="checkbox"/>	<b>Preliminary Title Report <u>or</u> Grant Deed showing property ownership (Electronic)</b>				
<input type="checkbox"/>	<b><u>Letter of Owner Authorization (Electronic)</u></b> (If Property Owner is not the Applicant)				
<input type="checkbox"/>	<b><u>Operational Statement (Electronic)</u></b> Include hours of operation, type of license being requested, security, etc. This must be uploaded electronically with your application submittal				
<input type="checkbox"/>	<p><b>Project Site Plan (Electronic, uploaded into the system)</b>          Plans shall include (at a minimum) items below. These are the requirements for an existing building. If a patio is proposed, a more detailed site plan is required. If a new building or addition is proposed, please reference requirements given after DRC (pre-application) meeting and the application specific checklist required for the proposed development.</p> <table border="1"> <tr> <td><input type="checkbox"/> Site Plan/Plot Plan must be to scale</td> <td><input type="checkbox"/> Show existing buildings and parking on site.</td> </tr> <tr> <td><input type="checkbox"/> North Arrow shown correctly</td> <td><input type="checkbox"/> Must depict location of business in comparison to overall site so that it is clear where use is proposed.</td> </tr> </table>	<input type="checkbox"/> Site Plan/Plot Plan must be to scale	<input type="checkbox"/> Show existing buildings and parking on site.	<input type="checkbox"/> North Arrow shown correctly	<input type="checkbox"/> Must depict location of business in comparison to overall site so that it is clear where use is proposed.
<input type="checkbox"/> Site Plan/Plot Plan must be to scale	<input type="checkbox"/> Show existing buildings and parking on site.				
<input type="checkbox"/> North Arrow shown correctly	<input type="checkbox"/> Must depict location of business in comparison to overall site so that it is clear where use is proposed.				
<input type="checkbox"/>	<b>Detailed Floor Plan, dimensioned and drawn to scale (Electronic)</b>				
<input type="checkbox"/>	<b>Elevations (pictures of exterior of existing building and site) (Electronic)</b>				
<input type="checkbox"/>	<b>Other:</b> _____				

The application completeness review process is up to a 30-day process. If all items on this checklist are not submitted, the application will be deemed incomplete and rejected. If all required items on this checklist are submitted and determined to meet all requirements outlined in this document, the application shall be deemed complete and accepted for processing. Within five days of project acceptance, the project applicant will be sent an Introduction Letter (via e-mail) from the assigned Planner discussing the process and the target completion date. Projects are subject to the refund provisions of the Money Back Guarantee Ordinance ([2019-003](#)).