

## Submittal Requirements for Annexations

<b>Required</b>	<p>Please use this as a 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. Please follow ALL hyperlinks for complete checklist. <b><u>If the plans are not legible, or do not contain the information listed below, your application will be deemed incomplete and cancelled.</u></b></p>											
	<p><b>Instructions:</b></p> <ol style="list-style-type: none"> <li>1. All exhibits and documents <u>must</u> be uploaded in PDF format.</li> <li>2. A separate PDF document is required for each document type (i.e. separate PDF required for exhibits, separate PDF for studies, etc.).</li> <li>3. 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>). Under Planning/Land Division, choose the following application type: <u>Annexation</u></b></p>											
<input type="checkbox"/>	<p><b>All Required Fees Paid</b>  <u>Fees</u> will be invoiced after application is submitted. All fees must be paid before application is deemed complete. Fees must be paid within 3 days of fees being invoiced (e-mail will be sent).</p>											
<input type="checkbox"/>	<p><b><u>Environmental Assessment Form</u></b>          Please complete entire application, responding to all questions.</p>											
<input type="checkbox"/>	<p>Additional Studies and Information required based on response to the Environmental Assessment Form.</p>											
<input type="checkbox"/>	<p><b>Preliminary Title Report and Supporting Deed Documents for all parcels included in proposal</b> (prepared within 30 days of submittal of the application; includes legal description)</p>											
<input type="checkbox"/>	<p><b>Legal Description for the Proposed Annexation Boundary</b> (Include a written description in Metes and Bounds and an engineered exhibit with dimensions. Both descriptions shall match.)</p>											
<input type="checkbox"/>	<p><b><u>Letter of Owner Authorization</u></b> (If Owner is not the Applicant).</p>											
<input type="checkbox"/>	<p><b>Exhibit</b> (clearly depicting subject and adjacent properties)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Date of preparation</td> <td style="width: 50%;"><input type="checkbox"/> Existing and proposed planned land use designation</td> </tr> <tr> <td><input type="checkbox"/> Title block</td> <td><input type="checkbox"/> Existing and proposed zone district</td> </tr> <tr> <td><input type="checkbox"/> North arrow</td> <td><input type="checkbox"/> APN(s)</td> </tr> <tr> <td><input type="checkbox"/> Vicinity map depicting four major streets (1/2 square mile)</td> <td><input type="checkbox"/> Project site address</td> </tr> <tr> <td><input type="checkbox"/> City limits</td> <td><input type="checkbox"/> Planning area boundaries</td> </tr> </table>		<input type="checkbox"/> Date of preparation	<input type="checkbox"/> Existing and proposed planned land use designation	<input type="checkbox"/> Title block	<input type="checkbox"/> Existing and proposed zone district	<input type="checkbox"/> North arrow	<input type="checkbox"/> APN(s)	<input type="checkbox"/> Vicinity map depicting four major streets (1/2 square mile)	<input type="checkbox"/> Project site address	<input type="checkbox"/> City limits	<input type="checkbox"/> Planning area boundaries
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<input type="checkbox"/> Vicinity map depicting four major streets (1/2 square mile)	<input type="checkbox"/> Project site address											
<input type="checkbox"/> City limits	<input type="checkbox"/> Planning area boundaries											

<input type="checkbox"/>	<b><u>Operational Statement</u></b> Unless adequate operational statement provided in Environmental Assessment Form required above, include the following:	
	<input type="checkbox"/> Project Site Address	<input type="checkbox"/> Assessor's Parcel Number(s) (APN(s))
	<input type="checkbox"/> Acreage to be annexed	<input type="checkbox"/> Existing use(s)
	<input type="checkbox"/> Existing and proposed General Plan land use designation	<input type="checkbox"/> Description of proposed future use and buildings
	<input type="checkbox"/> Identify the Community Plan	<input type="checkbox"/> Proposed zone district
	<input type="checkbox"/> Description of how the proposal helps implement the Fresno General Plan	<input type="checkbox"/> Identify the Specific Plan (if applicable)
	<input type="checkbox"/> Description of how the proposal is complementary to the surrounding neighborhood	
<input type="checkbox"/>	<b>Neighborhood Meeting</b> Provide a copy of the agenda, mailing list and outcome of the required meeting. The neighborhood meeting shall comply with <a href="#">Section 15-5006</a> of the Fresno Municipal Code.	
<input type="checkbox"/>	<b>Other:</b> _____	

**Please Note:** The application completeness review process is a 30-day process. If all items on this checklist are not submitted, the application will be cancelled and will be required to be resubmitted. 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 5 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. All projects are subject to the refund provisions of the Money Back Guarantee Ordinance ([2019-003](#)).