

## Submittal Requirements for Minor Revised Exhibit Development Applications

Please use this checklist for Minor Revised Exhibit Applications where minor new development is proposed, unless a [specialized checklist exists](#). Use [this policy](#) to determine if your project is a Minor Revised Exhibit.

<b>Required</b>	Please use this as a checklist to assemble the materials required for your development 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 rejected.</u></b>
<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"/>	<b>Complete Application in FAASTER (<a href="http://www.fresno.gov/faaster">www.fresno.gov/faaster</a>)</b> . Depending on the use, select Conditional Use Permit or Development Permit, then select Revised Exhibit Minor.
<input type="checkbox"/>	<b>All Required Fees Paid</b> <b>Fees</b> 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).
<input type="checkbox"/>	<b><a href="#">Letter of Owner Authorization</a></b> (If Owner is not the Applicant) ( <b>Electronic</b> )
<input type="checkbox"/>	<b><a href="#">Operational Statement</a></b> ( <b>Electronic</b> ) (Unless adequate operational statement provided in Environmental Assessment Form required above). Operational statement shall include all applicable items found on the <a href="#">Contents Requirement Checklist</a> .
<input type="checkbox"/>	<b>Project Site Plan (Electronic, uploaded into the system)</b> Plans shall include the following items (at a minimum): <input type="checkbox"/> 1”= 30’ scale (engineer’s scale only) <input type="checkbox"/> North Arrow, correctly shown <input type="checkbox"/> Easements, both existing and proposed
<input type="checkbox"/>	<b>Elevations &amp; Floor Plans (Electronic, uploaded into FAASTER)</b> Plans shall include all applicable items found on the <a href="#">Contents Requirement Checklist</a> .



**Landscape Plan & Irrigation Plan (Electronic, uploaded into FAASTER)**

Plans shall include all applicable items found on the [Contents Requirement Checklist](#).

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](#)).