

## Submittal Requirements for Minor Parking Lot Modification Applications

<b>Required</b>	Please use this as a checklist to assemble the materials required for your development application when submitting the application in FASTER. 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>
<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 FASTER 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 FASTER (<a href="http://www.fresno.gov/faaster">www.fresno.gov/faaster</a>)</b> A Major Revised Exhibit – Development Permit is required.
<input type="checkbox"/>	<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 three days of fees being invoiced (e-mail will be sent).
<input type="checkbox"/>	<b>Deed Documents</b> (for verification of owner authorization) ( <b>Electronic</b> )
<input type="checkbox"/>	<a href="#"><u>Letter of Owner Authorization</u></a> (If Owner is not the Applicant) ( <b>Electronic</b> )
<input type="checkbox"/>	<b>Operational Statement (Electronic):</b> <input type="checkbox"/> Project address & APN <input type="checkbox"/> Project description (scope of work) <input type="checkbox"/> Number of parking spaces proposed to be removed (state if none) <input type="checkbox"/> Landscape/Trees proposed to be removed (state if none)
<input type="checkbox"/>	<b>Overall Site Plan (Electronic, uploaded into the system – does not need to be to scale but shall be legible)</b> <input type="checkbox"/> Outline the entire parcel with an area indicating the scope of work <input type="checkbox"/> Property line dimensions & easements <input type="checkbox"/> Vicinity map with north arrow <input type="checkbox"/> Project address & APN

<input type="checkbox"/>	<b>Detailed Site Plan (Electronic, uploaded into the system)</b>	
	Plans shall include (at a minimum) items below.	
	<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"/> Fully dimensioned parking stalls
	<input type="checkbox"/> Property lines and dimensions of property lines	<input type="checkbox"/> Add this note: Any survey monuments within the area of construction shall be preserved or reset by a person licensed to practice land surveying in the state of California.
	<input type="checkbox"/> Add this note: Repair all damaged and/or off-grade concrete street improvements as determined by the construction management engineer prior to occupancy.	<input type="checkbox"/> Add this note: Two working days before commencing excavation operations within the street right-of-way and/or utility easements, all existing underground facilities shall have been located by Underground Services Alert (USA). Call 1-800-642-2444
<input type="checkbox"/>	<b>Overall and Detailed Site Plan (hard copies)</b>	
Two full size copies of all site plan exhibits (individually folded to 8-1/2"x11" page size). Drop these off to Erik Young at Counter 11, Room 3043 (Fresno City Hall) or mail to the address above. Please put a cover sheet on these plans with the application number (P20-0XXXX). <b>These must be received within two business days of submitting the application in the FAASTER system.</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](#)).