

## Submittal Requirements for Environmental Assessment Applications for Minor Public Projects

<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 application does not contain the information listed below, your application will be deemed incomplete and rejected.</u></b> For projects where it is clear that a CEQA exemption is not an option, please follow the longer <a href="#">Environmental Assessment</a> checklist.</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>).</b> All relevant questions must be answered even if not required.</p>
<input type="checkbox"/>	<p><b>Provide fee codes (Account, Fund, Org, PC BU, Project, Activity) (Electronic)</b>        Fees will be invoiced after application is submitted. Please provide all fees codes for internal payment.</p>
<input type="checkbox"/>	<p>Detailed <a href="#">Operational Statement (Electronic)</a> indicating proposed project and any physical changes to the environment.</p>
<input type="checkbox"/>	<p><b>Project Site Plan or plot plan</b> or other plan that depicts the proposed project in its entirety. <b>(Electronic)</b></p>
<input type="checkbox"/>	<p><b>Elevations &amp; Floor Plans (Electronic)</b>        Please provide if available and applicable.</p>
<input type="checkbox"/>	<p><b>Comments from other agencies.</b> If project has been previously routed for comment through another process, please provide these comments. If not, please indicate.</p>

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](#)).