

Submittal Requirements for Tentative Subdivision Maps

Required	<p>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. Please follow ALL hyperlinks for complete checklist. <u>If the plans are not legible, or do not contain the information listed below, your application will be deemed incomplete and rejected.</u></p>
<input type="checkbox"/>	<p>Instructions:</p> <ol style="list-style-type: none"> 1. All plans and documents <u>must</u> be uploaded in PDF format. 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.). 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). 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.
<input type="checkbox"/>	<p>Complete Application in FASTER (www.fresno.gov/faaster).</p>
<input type="checkbox"/>	<p>All Required Fees Paid 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"/>	<p>Environmental Assessment Form (Electronic) 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>Preliminary Title Report and Supporting Deed Documents (prepared within 30 days of submittal of the application; includes legal description) (Electronic)</p>
<input type="checkbox"/>	<p>Letter of Owner Authorization (Required for all record owners of any property or portion thereof included within the subdivision boundary) (Electronic)</p>
<input type="checkbox"/>	<p>Operational Statement (Electronic) Operational statement shall include all applicable items found on the Contents Requirement Checklist in addition to detailing number of lots, acreage, other applications submitted concurrently etc.</p>
<input type="checkbox"/>	<p>Tentative Subdivision Map Exhibit (Electronic, uploaded into the system) Plans shall include all items included within the Tentative Subdivision Map Technical Verification Checklist.</p>

<input type="checkbox"/>	<p>Tentative Subdivision Map Exhibit (Two [2] full-size <i>scaled</i> hard copies)</p> <p>The tentative tract map shall be a minimum 18 by 24 inches and a maximum 24 by 36 inches. More than one map sheet may be submitted, if necessary. The Director may accept a map larger than 24 by 36 inches if the larger size is necessary due to the size or configuration of property proposed to be subdivided. All submitted maps are to be folded to a dimension of approximately 8"x11" and are to be folded so that the tract number is visible when the map is folded. 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). These must be received within 2 business days of submitting the application in the FAASTER system.</p>
<input type="checkbox"/>	<p>Development/Subdivision Review Committee (DRC) Completion</p> <p>(All items and comments included within DRC letter from responsible departments and agencies e.g., DPD, DPW, DPU, Fire, FMFCD, FID, etc., required to be addressed prior to technical verification)</p>
<input type="checkbox"/>	<p>Technical Verification Certification Letter (Electronic, uploaded into FAASTER)</p> <p>(Provided by Planning & Development upon completion of technical verification process required following DRC completion)</p>
<input type="checkbox"/>	<p>Enhanced Streetscape (Electronic matrix of qualities proposed from menu of items included at FMC §15-904-B, uploaded in FAASTER)</p>
<input type="checkbox"/>	<p>Elevations & Floor Plans (Electronic, uploaded into FAASTER)</p> <p>Plans shall include all applicable items found on the Contents Requirement Checklist.</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](#)).