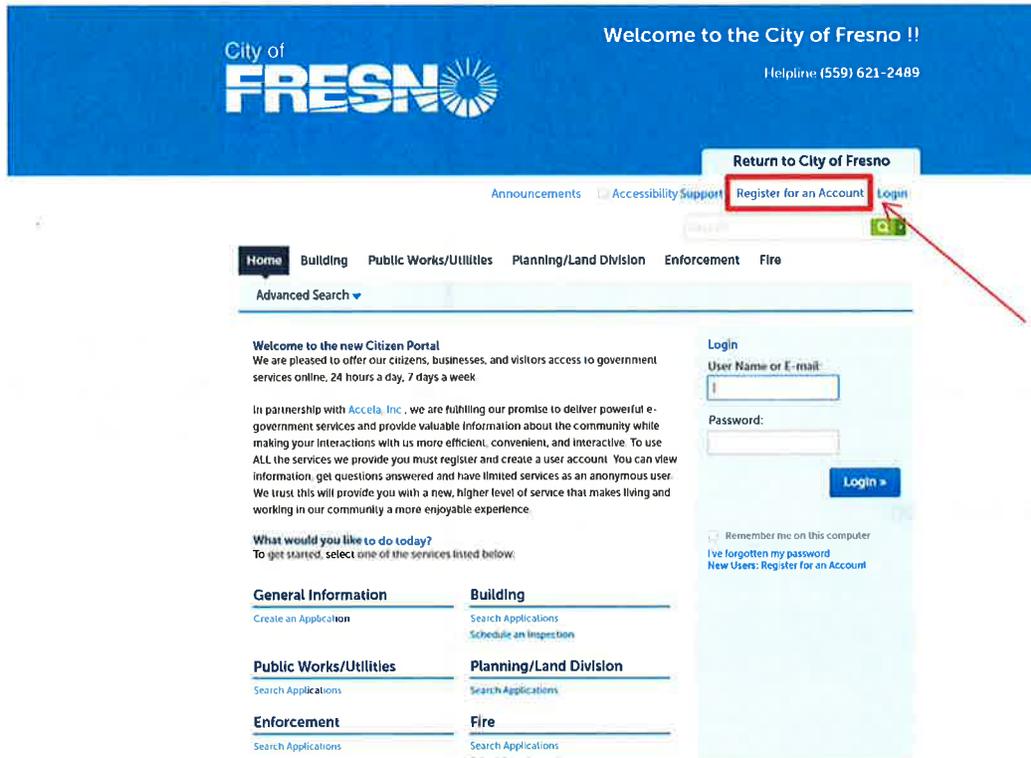


# How to Apply for a Zone Clearance in FAASTER

## 1. Register for an account.



### Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

#### General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Registration »](#)

## Login Information

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▪ User Name:



▪ E-mail Address:

▪ Password:



▪ Type Password Again:

▪ Enter Security Question:



▪ Answer:



Fill out login information. The security question you use in case you forget your password is up to you!

## Contact Information

---

Choose how to fill in your contact information.

**Add New**

Select "Add New" to fill out more extensive contact information.

**Continue Registration »**

## Select Contact Type



\* Type: --Select-- ▾

Continue

Discard Changes

Please select "Individual" unless you are a representative of a company that is not the one you are applying for. Select Continue.

## Contact Information

Don't forget to fill in your name!

\* First:

Middle:

\* Last:

Name of Business:

Country:

United States ▾

\* Address Line 1:

\* City:

\* State:

\* Zip:

Home Phone:

Work Phone:

Mobile Phone:

E-mail:

[Continue](#) [Clear](#) [Discard Changes](#) [Select Continue](#)

The information you entered is not found. Click Continue to create a new account. Click Cancel to change the information.

[Continue](#) [Cancel](#)

✔ **Contact updated successfully.**

**Planning Division**  
planning@fresno.gov  
Home phone:5596218277  
Mobile Phone:  
Work Phone:  
Fax:  
[Edit](#) [Remove](#)

[Continue Registration »](#) [Then select "Continue Registration"](#)

You've now registered for an account with FASTER. Go ahead and log into the system.

## 2. Create an Application

Home Building Public Works/Utilities **Planning/Land Division** Enforcement Fire

Dashboard My Records My Account Advanced Search

Hello, Planning Division

Saved In Cart (0) View Cart My Collection (0) View Collections

There are no items in your shopping cart right now.

You do not have any collections right now.

Select "Planning/Land Division" then "Create an Application"

Home Building Public Works/Utilities **Planning/Land Division** Enforcement Fire

**Create an Application** Obtain a Fee Estimate Search Applications

### Records

Showing 0-0 of 0

Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action
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No records found.

### Search for Records

Enter information below to search for records.

- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Select the search type from the drop-down list.

### General Search

General Search

- Search my records only
- Search All Records

## Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

### General Disclaimer

While the City of Fresno attempts to keep its web site information accurate and timely, the City neither warrants nor makes representations as to the functionality or condition of this site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Site materials have been compiled from a variety of sources and are subject to change without notice from the City of Fresno as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Application »](#)

Check the box, and select "Continue Application"

## Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Search

- Addressing
- Annexation
- Appeal
- Conditional Use Permit
- Covenants
- Development Permit
- Director's Determination
- Easement Encroachment
- Environmental Assessment
- Final Map
- Lot Line Adjustment
- Map Pre-Application
- Minor Deviation
- Miscellaneous Inquiry
- Parcel Map
- Plan Amendment - Rezone
- Planned Development
- Pre-Application Meeting
- Rear Yard Encroachment
- Revised Exhibit Major - Conditional Use Permit
- Revised Exhibit Major - Development Permit
- Revised Exhibit Minor - Conditional Use Permit
- Revised Exhibit Minor - Development Permit
- Security Wire - Electric Fence Permit
- Signs
- Temporary Use Permit
- Tentative Map Parcel
- Tentative Map Tract
- Time Extension
- Tree Removal Permit
- Variance
- Voluntary Parcel Merger
- Zone Clearance
- Zoning Inquiry

Select the Zone Clearance Record Type, then "Continue Application"

Continue Application »

## Zone Clearance

1 Location & People

2 Application Detail

3 Review

4 Pay Fees

5 Record Issuance

### Step 1: Location & People > Location

\* indicates a required field.

#### Address

ENTER ONLY STREET NUMBER AND STREET NAME, THEN CLICK THE **SEARCH** BUTTON

* Street No.:	Direction: --Select--	* Street Name:	Street Type: --Select--
Unit Type: --Select--	Unit No.:	<div style="border: 1px solid black; padding: 5px;">Enter ONLY these two fields, then "Search." If there are multiple units, please select the unit from the pop-up AFTER you select "Search" and then continue. The rest of the information will auto-complete, so select "Continue Application."</div>	
City:	State:      Zip:		
<b>Search</b>	<b>Clear</b>		

### Step 1: Location & People > Contact Information

\* indicates a required field.

#### Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

<b>Select from Account</b>	<b>Add New</b>
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"Select from Account," then select "Associated Contact," and continue.

#### Business Owner

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

<b>Select from Account</b>	<b>Add New</b>
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<b>Continue Application »</b>
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<b>Save and resume later</b>
------------------------------

## Step 2: Application Detail > Description

\* indicates a required field.

### Detail Information

For Pre-Applications: Fill out Detailed Description with operational statement or proposed project description.

\* Application Name:

Detailed Description:

Name your application. This helps us identify what the application is for.

Enter a description of what your business is and what activities will be going on at the location you have indicated.

### Project Information

#### GENERAL INFORMATION

\* Zone Clearance Type:

--Select--

Zone Clearance Level:

Select "Low"

--Select--

\* Is the Proposed Use allowed by-right (does not require a Conditional Use Permit) in the applicable zone district? (check use table):

Yes  No

Business Name (if applicable):

If your business is out of your home, select "Home Occupation," any other permanent location, select "Business."

If you are a mobile vendor, select either on street or off street.

Select "Yes" and type in your business name, then "Continue Application"

Continue Application »

Save and resume later

## A) Mobile Vendor – On/Off Street

### Step 2: Application Detail > Mobile Vendor Info

\* indicates a required field.

#### Vendor Info

##### MOBILE VENDOR

Off Street Mobile Vendor Type: \*

Description of Business: \*

Days and hours of operation: \*

?

--Select--

?

Off Street: Select Type 1 (less than 4 hours/day) or Type 2 (over 4 hours/day)

On Street: Select N/A

Complete the rest of the data fields. Be as specific as possible when it comes to describing the business.

Continue Application »

Once fields are completed, continue, and then press "Continue Application" until you get to the page that says "Attachments." Skip to step 3.

Save and resume later

## B) Business

### Step 2: Application Detail > Mobile Vendor Info

\* indicates a required field.

#### Vendor Info

##### MOBILE VENDOR

Continue Application »

The website will only show the data fields that are relevant to your application. Press "Continue Application" on any screen that has no data fields.

Save and resume later

Step 2: Application Detail > Business Zone Clearance

\* indicates a required field.

Business Information

BUSINESS ZONE CLEARANCE

Is this a continuation of a previously approved business/use? \*

--Select--

Select "New business at this location" or "Continuation of previously approved business"

Description of Business: \*

Enter requested information here.

Days and hours of operation: \*

Are any physical improvements to the site proposed?: \*

Yes  No

If yes to the above, describe the proposed changes.:

Does proposed use include any of the following: (If yes, add review and/or high level ZC required): \*

Yes  No

To the applicant's knowledge, does the proposed use require Change of Occupancy?: \*

--Select--

Select "No" for both fields.

Continue Application »

Once fields are completed, continue, and then press "Continue Application" until you get to the page that says "Attachments." Skip to step 3.

Save and resume later

C) Home Occupation

Step 2: Application Detail > Mobile Vendor Info

\* indicates a required field.

Vendor Info

MOBILE VENDOR

Continue Application »

The website will only show the data fields that are relevant to your application. Press "Continue Application" on any screen that has no data fields.

Save and resume later

Step 2: Application Detail > Home Occupation

\* indicates a required field.

Home Information

HOME OCCUPATION

Description of Business: \*

Days and hours of operation: \*

Total square footage of the home: \*

Square footage of space devoted to the business: \*

Number of business employees who reside at the home: \*

Do non-resident employees report to the house?: \*

How many non-resident employees report to the house?: \*

?

///

Yes No

Fill out the information requested about your home and proposed home occupation.

Continue Application »

Once fields are completed, continue, and then press "Continue Application" until you get to the page that says "Attachments." Skip to step 3.

Save and resume later

### 3. Completing the Application

Keep selecting "Continue Application" until you get the following screen.

#### Step 2: Application Detail > Attached Documents

\* indicates a required field.

#### Attachment

The maximum file size allowed is 75 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
------	------	------	---------------	--------

No records found.

**Add**

**Continue Application »**

If you are a Type 2 Mobile Vendor, attach your proposed site location here. Otherwise, Continue Application.

**Save and resume later**

### 4. Review

#### Step 3: Review

**Continue Application »**

**Save and resume later**

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

#### Record Type

Zone Clearance

Scroll to the bottom of the page and certify that all information given is correct. Then Continue Application.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date:

**Continue Application »**

**Save and resume later**

#### 4. Pay Fees

Here is where you will pay the \$30 application fee. Select "Check Out" until you arrive at the payment page. Once this is complete, the record will be created. Your application will be reviewed by the planning staff.