

**ANNEXATION REQUEST FORM  
FOR COMMUNITY FACILITIES DISTRICT (CFD) FORMATION  
FOR COMMERCIAL/INDUSTRIAL/ MULTI-FAMILY (CIMF)  
FEATURE MAINTENANCE**

**CITY OF FRESNO, DEPARTMENT OF PUBLIC WORKS  
Traffic & Engineering Services Division**

Date: \_\_\_\_\_

As a representative of the owner of at least 10% of the land within the below referenced subdivision, I am hereby requesting annexation into a City of Fresno CFD for the purposes of maintenance and replacement of the features specified below.

**\*Package considered complete when all information has been filled in and the listed items below have been submitted.**

**APPLICANT COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**OWNER COMPANY NAME:** \_\_\_\_\_

**AUTHORIZED SIGNATORY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**SITE PLAN NUMBER:** \_\_\_\_\_ **C.U.P. NUMBER:** \_\_\_\_\_

**FINAL TRACT MAP NO.** \_\_\_\_\_ **FINAL PARCEL MAP NO.** \_\_\_\_\_

**OTHER:** \_\_\_\_\_

Is this Final Map part of a phased development? \_\_\_\_\_

**ALL ITEMS LISTED BELOW MUST BE SUBMITTED WITH THE REQUEST PACKAGE  
AS APPLICABLE**

\_\_\_\_ Engineers quantified estimate of listed items to be included for maintenance (to include the items below) Additional information may be required

- \_\_\_ Total Square Feet per each Taxable Lot
- \_\_\_ A copy of the approved Conditions of Approval w/all attachments
- \_\_\_ One copy of the Site Plan and /or C.U.P. **This plan shall show all features to be maintained identified and located.**
- \_\_\_ One copy of the approved Tentative Map (If Applicable)
- \_\_\_ One copy of the **\*Technically Correct Final Map. Must have all required landscape areas and all additional features identified and located.** (If Applicable)
- \_\_\_ One set of **\*Technically Correct Landscape Plans** (If Applicable)
- \_\_\_ One set of **\*Technically Correct Street Construction Plans**
- \_\_\_ One set of **\*Technically Correct Street Light Plans**
- \_\_\_ Send electronic CAD drawing of Final Map or Site Plan (to include details of all items to be maintained) to [ann.lillie@fresno.gov](mailto:ann.lillie@fresno.gov)
- \_\_\_ Detailed plans for all other features to be included for maintenance (ie. Stamped concrete, sound walls, etc.) Include specifications and cost estimates for nonstandard items to be reviewed and approved

**\*Technically Correct shall mean that CFD maintained quantities are not subject to change after acceptance for processing**

For questions regarding submittal requirements please contact Ann Lillie at (556) 621-8690 or [ann.lillie@fresno.gov](mailto:ann.lillie@fresno.gov)

***I am requesting the following items to be maintained by the CFD:***

**STANDARD MAINTAINED LANDSCAPING AND FEATURES WITHIN CITY RIGHTS-OF-WAY:**

**\*Exceptions: Required public trail easements and landscape easements located between required sound walls and City rights-of-way**

- \_\_\_ Landscaping and Irrigation Systems (SF)
- \_\_\_ All Approved Trees (EA)
- \_\_\_ Median Island Hardscaping (SF)
- \_\_\_ Sidewalks (SF), \_\_\_ Curbs and Gutters (LF), \_\_\_ Curbs (LF), \_\_\_ Valley Gutters (SF), \_\_\_ Curb Ramps (SF), \_\_\_ Street Paving (SF)(Local

Streets Only), \_\_\_\_\_ Street Lights (EA), \_\_\_\_\_ Street Name Signage (EA)  
(Local Streets Only)  
\_\_\_\_\_ Designated City Trail(s): Trail (SF), Landscape & Irrigation (SF), Trees  
(EA), Amenities, i.e. benches, lighting etc.

**NONSTANDARD ITEMS:**

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**\*All nonstandard items subject to approval by Scott Krauter, Asst. Director at Street Maintenance (559) 621-1325**

Submit a complete CFD request package to Traffic and Engineering Services Division for review. **Seven (7)** working days are allowed for reviewing the submittal package for completeness at which time determination will be made for acceptance of the request for processing. **All Construction Plans, CUP or Site Plan, and/or Final Map shall be \*Technically Correct prior to acceptance for processing.** The applicant will be contacted if any additional information is needed for acceptance.

**I UNDERSTAND THAT, FOLLOWING ACCEPTANCE FOR PROCESSING, ANY CHANGES TO THE AMOUNTS OR TYPES OF FEATURES WILL CAUSE DELAYS AND WILL REQUIRE ADDITIONAL PROCESSING CHARGES.**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

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**ACCEPTED FOR REVIEW**

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_ **\$3,600.00** Processing Charge      Cashier Memo Number: \_\_\_\_\_

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**ACCEPTED FOR PROCESSING**

Signature \_\_\_\_\_ Date \_\_\_\_\_