

**CITY OF FRESNO  
PUBLIC WORKS DEPARTMENT  
TRAFFIC PLANNING CHECKLIST**

Applicant: \_\_\_\_\_

ASSIGNED PLANNER: \_\_\_\_\_

ACCELA/FAASTER REFERENCE NUMBER: \_\_\_\_\_

**General Requirements to be included on site plans:**

- Address**
- Assessor's Parcel Number**
- Property Lines:** Identify and dimension existing and proposed property lines.
- Scope of work:** All items shall be listed as existing, proposed or future.
- Legend:** Provide line type and utility symbols.
- Sheet Size:** 24" x 36" or larger
- Scale:** Site plan must be drawn to scale. Use 1"= 30' or larger.
- North Arrow**
- Vicinity Map:** Provide 4 major streets (1/2 square mile), north arrow
- Parcel of Record:** Identify the entire parcel at the time of permits and a legal description. If only a portion of an existing parcel is to be developed, a key map shall be included showing the entire parcel.
- Phase lines:** Identify
- Required Notes:**
  - 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.
  - Repair all damaged and/or off-grade concrete street improvements, as determined by the Construction Management Engineer, prior to occupancy.
  - 2 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

**Offsite and Public Improvements to be included on site plans:**

- Adjacent Streets, Freeways and Railroads:** Identify and provide the name of all adjacent streets, freeways and railroads.
- Section and Center Lines:** Identify all section and center lines.
- Dedications and or Vacations:** Identify all existing and proposed street, pedestrian and trail dedications. Provide a dimension from the section and center lines to the existing and proposed property lines.
- Street and Public Improvements:** Identify existing and proposed curb, gutter, sidewalks (provide width), driveway and alley approaches (provide width), street lights (specify if wood or metal pole), traffic signals, trails, bus stops, tree well, median islands (specify if existing to remain, proposed or to be modified), approaches to be removed, street and alley paving, etc. Identify the appropriate Public Works Standard Drawing numbers.
- Street furniture:** Identify signals, utility poles, boxes, guy wires, signs, fire hydrants, bus stop benches, trash receptacles, etc.
- Accessibility:** Identify ramps (provide radius and dimension the 4' landing). Identify the required 4' minimum path of travel along the public sidewalk adjacent to property. (dimension all pinch points)

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- Intersections:** If the proposed project is on street corner, provide the entire intersection on the site plan. If located on a major intersection also provide existing striping.

**Onsite information to be provided on site plans:**

- Buildings:** Identify and label all buildings as existing, proposed or to be removed. Provide square footage.
- Access:** Provide pedestrian, vehicular and service access. Identify in the operational statement the maximum size of vehicle to enter and exit the site. Provide turning templates on the site plan for all large vehicles.
- Stalls:** Provide length and width.
- Required Parking:** If proposing compact parking stalls- provide the number of parking stalls that are required, provided, compact and disability parking stalls.
- Circulation Aisles:** provide widths
- Directional flow of traffic:** Identify existing and proposed directional arrows
- Curbs and /or Wheel Stops:** Identify
- Paving:** Identify limits.
- Walkways:** provide width adjacent to parking stalls
- Lighting:** Identify the locations and provide details to verify that it is not within the parking stalls.
- Accessible parking, ramps, signage:** provide details
- Electric Vehicle stalls and equipment:** provide details
- Loading zones:** If required, identify and dimension.
- Planters:** provide planter dimensions and radii
- Visibility triangles:** Identify the required 12' visibility triangle at all approaches and alleys.
- Walls or Fencing:** Identify existing and proposed walls and fences complete with location height and type of material.
- Gates:** Provide an operational statement. Dimension widths. (Commercial: dimension stacking) (Residential: Dimension stacking and provide an on-site turn around.)
- Carports and/or Solar Structures:** Identify pole locations. Provide details to verify not within the parking stalls.
- Easements:** Identify and dimension all existing and proposed easements. (Utility, access, FID, etc.)
- Canals:** Identify adjacent canals and provide a proposed cross section complete with dimensions on the site plan.

**Other Important Information:**

- Lot Line Adjustments:** Provide reference numbers
- Parcel or Tract Maps:** Provide reference numbers
- Traffic Impact Studies:** Provide reference numbers
- CUP/SPR:** Identify previous entitlement numbers

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First Submittal:

CERTIFICATION OF APPLICANT: Read each of the statements below. After you have read the statements and understand them, please sign and date in the space provided at the end of this section:

- 1) I certify that I have read the site plan requirements list thoroughly, followed any and all instruction, and have supplied the necessary information to allow staff to review my site plan and that the supplied information is true and correct information herein to the best of my knowledge and belief.
- 2) I understand that falsification or misrepresentation on my part of any of the information that I have supplied above constitutes sufficient grounds for return of my submittal, or should any of my responses be determined false, misleading and/or incomplete will subject my application/plans to review delays and may result in the requirement for the applicant to pay additional review fees.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Second Submittal: Corrected Exhibits:

CERTIFICATION OF APPLICANT: Read each of the statements below. After you have read the statements and understand them, please sign and date in the space provided at the end of this section:

- 1) I certify that I have read the site plan red lined corrections thoroughly, followed any and all instruction, and have supplied the necessary information to allow staff to review my plans or application and that the supplied information is true and correct information herein to the best of my knowledge and belief.
- 2) I understand that falsification or misrepresentation on my part of any of the information that I have supplied above constitutes sufficient grounds for return of my submittal, or should any of my responses be determined false, misleading and/or incomplete will subject my application/plans to review delays and may result in the requirement for the applicant to pay additional review fees.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_