City of
FRESNO

Planning & Development Department
Development Services Division
2600 Fresno Street, Third Floor, Room 3043
Fresno, CA 93721-3604

Submittal Requirements for Alcohol Conditional Use Permits
(excluding on-site alcohol sales in Downtown Districts)

Required	
	Please use this checklist to assemble the materials required for your application when submitting the application through the Accela Citizen Access (ACA) portal. The following items must be submitted in order to process your application. **If the plans are not legible, or do not contain the information listed below, your application will be deemed incomplete and rejected.**
☐	**Instructions:** 1. All plans and documents <u>must</u> be uploaded in PDF format. 2. A separate PDF document is required for <u>each</u> plan type (i.e., one PDF required for *all* site plan documents; one PDF for *all* elevation plans; etc.). 3. If ACA portal 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.
☐	**Complete Application in ACA portal.** ☐ Provide full contact information including email addresses for all applicants and/or owners who are stakeholders of the project. **Use the following guideline to choose the correct application type in ACA under Planning/Land Division:** 1. Choose **Revised Exhibit Minor - Conditional Use Permit** for the following: • ABC license downgrades, • Complimentary alcohol in hotels, or • Change in hours for when extending the hours of a restaurant use. Extending the hours of operation for dancing or alcohol sales requires an amendment to the existing CUP, which will require you to choose option #2 below. 2. Choose **Conditional Use Permit** for the following: • Applications for new off-sale licenses, bars or nightclubs, • Applications for new restaurants or tasting rooms, • Upgrade/Expansion/Relocation in the same building or shopping center • Any application that includes constructions of a new building with a proposed alcohol use. Both applications must be submitted concurrently (or application for development submitted first) in order to receive the lower fee.
☐	**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). Fees are outlined in Policy C-003. Please note fees are updated annually on July 1st.

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☐	**Preliminary Title Report <u>or</u> Grant Deed showing property ownership (Electronic)**
☐	**Letter of Owner Authorization** **(Electronic)** (If Property Owner is not the Applicant) Shall include name phone, address and email.
☐	**Operational Statement** **(Electronic)** Include hours of operation, type of license being requested, security, etc. This must be uploaded electronically with your application submittal
☐	**Project Site Plan (Electronic, uploaded into the system)** Plans shall include (at a minimum) items below. These are the requirements for an existing building. If a patio is proposed, a more detailed site plan is required. If a new building or addition is proposed, please reference requirements given after DRC (pre-application) meeting and the application specific checklist required for the proposed development.

☐ Site Plan/Plot Plan must be to scale	☐ Show existing buildings and parking on site.
☐ North Arrow shown correctly	☐ Must depict location of business in comparison to overall site so that it is clear where use is proposed.

☐	**Detailed Floor Plan, dimensioned and drawn to scale (Electronic)**
☐	**Elevations (pictures of exterior of existing building and site) (Electronic)**
☐	**Responsible Neighborhood Market Act (Section 15-2706 of the Fresno Municipal Code)** This applies to establishments that sell alcoholic beverages for off-site consumption not otherwise exempt under Section 15-2706.D.2.
☐	**Other: _____**

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.