City of

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

Contents Requirement Checklist

Detailed Requirements for Contents Contained in Plans and documents required for Planning Development Applications

Please use this information sheet as a checklist in conjunction with the appropriate Submittal Checklist to ensure all plans and documents uploaded to the FAASTER system contain the information necessary. If you have any questions about the items requested, please call the Current Planning Division at (559) 621-8277. **If your plans do not contain the information listed below, your application will be deemed incomplete and rejected**.

Detailed requirements for Operational Statement (Page 1), Site Plans (Pages 2-4), Elevations (Page 4) and Landscape Plans (Page 5) are listed below. Additional information may be required if there is a Specialized Checklist for a particular use.

Operational Statement Requirements

☐	Project Site Address
☐	Assessor's Parcel Number(s) (APN's)
☐	Existing General Plan land use designation
☐	Existing zone district
☐	Identify the Community plan and Specific Plan (if applicable)
☐	Describe efforts that have been made to discuss the proposal with neighbors
☐	Describe how the proposal is complementary to the surrounding neighborhood
☐	Describe how the proposal helps implement the Fresno General Plan
☐	Describe, in detail, the proposed use(s)
☐	Detail the hours of operation and the number of employees
☐	Detail the expected daily visitors/users/guests
☐	Describe any reasonably foreseeable effects from construction and/or operation of the site that may impact the neighbors
☐	Detail all security measures

Site Plan layout must include the following:

General information:

☐	Sheet size minimum of 24" x 36" (folded to 8½" x 11" size for project file folder)
☐	Date of preparation
☐	Title block
☐	Scale: 1" = 30' or larger (engineers scale only)
☐	North arrow
☐	Vicinity map depicting four major streets (1/2 square mile)
☐	Existing and proposed planned land use designation
☐	Existing and proposed zone district
☐	Assessor's Parcel Number(s) (APN's)
☐	Project site address
☐	Contact information of the Property Owner, Applicant and Design Consultant
☐	Standard Notes and Requirements

Other required on-site information:

☐	Property lines and dimensions
☐	Note that the entire parcel of record (i.e., created pursuant to the State of California Subdivision Map Act and the Fresno Municipal Code) must be identified including a legal description. If only a portion of an existing parcel is to be developed, a key map shall be included depicting the entire parcel.
☐	Phase lines (if applicable)
☐	Scope of work: all items shall be listed as existing (to remain or to be removed), proposed or future
☐	Easements, both existing and proposed
☐	Points of access (vehicular and pedestrian)
☐	Buildings, existing and proposed, and their dimensions and setbacks from property lines
☐	Setback line illustrated with a dashed line and labeled
☐	Landscaped areas, existing and proposed
☐	Recycling and refuse enclosures
☐	All existing and proposed pad, utility vaults, transformers, backflow prevention devices, gas meters, free standing mailboxes, and type/location/height, of proposed lights/light poles, fire hydrants, etc.
☐	Fences/walls, existing and proposed, including height and type
☐	Signs, existing and proposed

Summary table that includes the following in square feet, acres and percentage:

- [ ] Project site area (net and gross)
- [ ] Existing building area (per building and use)
- [ ] Proposed building area (per building and use)
- [ ] Building coverage (i.e., lot coverage)
- [ ] Paved area
- [ ] Landscape area

Parking area information:

- [ ] All existing and proposed paved surfaces (walkways, driveways, etc.)
- [ ] All existing and proposed parking spaces with dimensions. Show degree of angled stalls.
- [ ] Identify the three foot vehicle overhang adjacent to a continuous curb. No obstructions are permitted within the overhang.
- [ ] Lighting is not to be included within the required three foot overhang area
- [ ] All existing and proposed bicycle parking spaces
- [ ] All existing and proposed loading zones (min. 12 ft. by 40 ft.; If loading zone is to be located within a building, depict on floor plan)
- [ ] Walkways that are adjacent to parking areas shall be a minimum of seven feet in width
- [ ] Curbs must be six inches in height
- [ ] Wheel stops (if needed) must be six inches in height
- [ ] Fire lanes must be clearly depicted

Summary table that includes the following:

- [ ] Number of parking spaces *provided* (standard and compact)
- [ ] Number of parking spaces *required*
- [ ] Number of accessible parking spaces *provided*
- [ ] Number of accessible parking spaces *required*
- [ ] Number of bicycle parking spaces *provided*
- [ ] Number of bicycle parking spaces *required*
- [ ] Ratio of parking spaces to floor area
- [ ] Circulation aisles clearly depicted and dimensioned
- [ ] Directional arrows
- [ ] Disability parking, ramps and signage (including all site details)
- [ ] Paving per the Department of Public Works Standards (i.e., P-41, P-42 and P-43)
- [ ] Planters: provide planter dimensions and radii
- [ ] *Shopping centers:* clearly depict shopping cart collection areas including a six inch high curb
- [ ] *Shopping centers:* clearly depict redemption centers
- [ ] *Shopping centers:* clearly depict pedestrian paths, both internally and to the surrounding properties and outdoor dining areas (i.e., patios, benches, etc.)

Off-site information:

- [ ] Adjacent land use and zoning designations
- [ ] Adjacent streets, freeways, and railroads (labeled and dimensioned)
- [ ] Section lines and center lines
- [ ] All existing and proposed dedications. Provide a dimension from the section and center lines to the existing and proposed property lines.
- [ ] Street Improvements: Identify existing and proposed curb, gutter, sidewalks (provide width), driveway approaches (provide width), accessible ramps (provide radius), bus bays, traffic signals, etc.
- [ ] All street furniture including utility poles, boxes, guy wires, signs, street lights (specify if wood or metal pole), fire hydrants, bus stop benches, trash receptacles, tree wells, etc.
- [ ] Identify the required four foot minimum path of travel along the public sidewalk adjacent to property
- [ ] Median Islands: Identify and specify if existing to remain, proposed or to be modified
- [ ] 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
- [ ] Canals: Identify adjacent canals and provide a proposed cross section complete with dimensions (unless proposed to be piped)
- [ ] Sewer: Location and size of existing and proposed sewer lines and manholes
- [ ] Water: Location and size of existing and proposed water lines
- [ ] Storm Drain: Location of existing and proposed storm drain facilities
- [ ] Vacations: Identify and dimension all vacations
- [ ] Tree wells and method of irrigation

Elevations and Floor Plans must include the following:

- [ ] Elevations labeled appropriately (i.e., north, south, east and west) of all proposed buildings
- [ ] General architectural features (i.e., window and door locations, trim, materials, etc.)
- [ ] All wall-mounted equipment (i.e., lights, gutters, downspouts, etc.)
- [ ] All mechanical and electrical equipment and how it will be screened from the public right of way (i.e., HVAC units, meters, etc.)
- [ ] Emergency exits and pathways
- [ ] Height of each proposed building to the highest point of the structure measured from the nearest public right of way and a dashed line clearly depicting the maximum height limit of the City

Landscape and Irrigation Plans must include the following:

☐ All landscape areas

☐ All trees, including species, both on-site and off-site (i.e., tree wells within the public right of way)

☐ Diameter of trees to be removed, measured four feet above grade

Summary table that includes the following:

☐ Number of trees per species

☐ Number of trees required per the Fresno Municipal Code

☐ Percent of parking lot shading that will be provided in 15 years

☐ Proposed species of trees

☐ MWELO calculations and hydrozones