City of
FRESNO

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

Submittal Requirements for Map Pre-Application Reviews
by the Development Review Committee (DRC)

Required	
	Please use this as a checklist to assemble the materials required when submitting your pre-application in the Accela Citizen Access (ACA) porta. The following items must be submitted in order schedule your project for pre-application review. Please follow ALL hyperlinks. **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 must be uploaded in PDF format. 2. A separate PDF document is required for each 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".
☐	**Complete Application in in ACA portal. Choose "Map Pre-application"**
☐	**Operational Statement** This shall detail number of lots, acreage, other applications planned to be submitted concurrently etc.
☐	**Proposed Tentative Subdivision Map Exhibit (PDF, uploaded into the system)** Map shall detail proposal and be to scale and dimensioned.
☐	**Optional: Elevations, Floor Plans, Site photographs**