City of

FRESNO

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

Submittal Requirements for Environmental Assessment Applications for Minor Public Projects

Required	
	Please use this as a 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. Please follow ALL hyperlinks for complete checklist. **If the application does not contain the information listed below, your application will be deemed incomplete and rejected**. For projects where it is clear that a CEQA exemption is not an option, please follow the longer Environmental Assessment checklist.
☐	**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". Make sure you select the required document "Type" from the dropdown list.
☐	**Complete Application in ACA portal.** All relevant questions must be answered even if not required.
☐	**Provide fee codes (Account, Fund, Org, PC BU, Project, Activity) (Electronic)** Fees will be invoiced after application is submitted. Please provide all fees codes for internal payment. Please note fees are updated annually on July 1st.
☐	Detailed **Operational Statement** **(Electronic)** indicating proposed project and any physical changes to the environment.
☐	**Project Site Plan or plot plan** or other plan that depicts the proposed project in its entirety. **(Electronic)**
☐	**Elevations & Floor Plans (Electronic)** Please provide if available and applicable.
☐	**Comments from other agencies.** If project has been previously routed for comment through another process, please provide these comments. If not, please indicate.

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.