

Conditional Use Permit Processing – Forms to Use

1. **Minor Revised Exhibit** (Formerly File Stuffer)
 - I. Stamped, Approved Exhibit
2. **Moderate Revised Exhibit** (Formerly Minor Revised Exhibit)
 - I. Approval Letter with conditions (1 document w/ any attached department/agency memos & exhibits)
3. **Major Revised Exhibit**
 - I. Approval Letter w/ Conditions (w/ all attached department/agency memos & exhibits)
 - II. CEQA Document (e.g. Cat Ex)
 - i. Only if necessary. Check fees on invoice. If invoiced and paid, then prepare.
4. **Amendment and Full CUP**
 - I. Staff Memo w/ analysis and Findings (internal use only)
 - II. CEQA Document (Cat Ex, Negative Declaration, Mitigated Negative Declaration)
 - i. Tribal Notification Letter (only if ND or MND. Prepare and send as early as possible).
 - ii. Notice of Intent to Adopt EA (only if ND or MND) file/published 20-days before action.
 - a. County Clerk
 - b. Post filed Co. Clerk filed NOI to City Clerk website
 - c. Fresno Bee Publication
 - d. CEQAnet/State Clearinghouse
 - e. See additional noticing requirements per Department Noticing Procedures document
 - III. Notice of Intent to Take Action
 - i. Mailed to surrounding property owners at least 10-days prior to action.
 - ii. See additional noticing requirements per Department Noticing Procedures document
 - IV. Conditions of Approval (w/ all attached department/agency memos & exhibits)
 - V. Approval Letter (cover page to COAs)
 - VI. Additional CEQA Documents after action:
 - i. Notice of Exemption (only if Cat Ex)
 - a. Filed w/in 5-business days of Action/Adoption
 - ii. Notice of Determination (only if ND or MND)
 - a. Filed w/in 5-business days of Action/Adoption
 - VII. Notice of Action
 - i. Only if anyone requests notification or required per additional noticing requirements per Department Noticing Procedures document.
 - ii. To be done/ w/in 10-days of action.

- VIII. Final Action/Appeal Expiration Letter
 - i. send out when 15-day appeal period expires and no formal appeals filed.
- IX. Final Action/Condition Compliance Letter
 - i. Sent out when all conditions have been satisfied.