

ZONE CLEARANCE SINGLE FAMILY RESIDENTIAL STANDARD PLAN REVIEW FEES AND PROCESSING

Planning & Development Department 2600 Fresno Street, 3rd Floor, Room 3043 Call (559) 621-8277 for an appointment or visit <u>www.fresno.gov</u> for information Policy and Procedure No.

R-003

Date:

September 3, 2019

Target Audience:

Planning staff and the general public.

Purpose:

The purpose of this policy is to better serve the public by streamlining the approval process for Single Family Residential (SFR) Standard Plans in order to facilitate efficient and expedient review and processing of building permits for new homes to be located within the boundaries of recorded tract maps. Pursuant to Section 15-5102-B of the Fresno Municipal Code (FMC), a Zone Clearance is required to confirm that the construction of one single-family house is permitted as a matter of right and that such a project is being proposed in a manner which is compliant with, and without any deviations from, all applicable development standards prior to securing a building permit.

If a proposed development project does not meet the threshold for a Zone Clearance it shall be required to secure a development permit (or approvals for rear yard encroachments, easement encroachments, minor deviations, etc., as may be applicable). This policy is updating the February 1, 2019 version to reflect the updated fees adopted by the City Council on June 20, 2019 through Resolution No. 2019-127

This policy outlines the Zone Clearance procedures for processing Standard Plan Permit Applications in the City of Fresno.

Application Required:

When a single family residence, for which a Standard Plan has been reviewed and approved by the City of Fresno Building and Safety Services Division, is proposed to be developed within the boundaries of a recorded tract map, a **Standard Plan Permit Application** shall be processed in accordance with Article 51 of the FMC.

The application shall be submitted through our online citizen portal <u>Fresno FAASTER</u>. When submitting online, select Zone Clearance – Other Ministerial application. Please note that a record is required for each lot. The record shall include the following:

Submittal Materials:

- A Standard Plan Permit Application containing the following documents and materials shall be filed with the Development and Resource Management Department, Development Services (Planning) Division for review and approval:
 - Site/plot plan (provided to scale and fully dimensioned)
 - Standard Plan Option Matrix
 - Floor Plan & Elevations (optional)
 (with overall height and eaves dimensioned)
- Once Planning approves the site/plot plan, submit to the Building and Safety Services Division along with the following:

- Standard Plan Permit Application
- Special Conditions Permit Affidavit

(Workers Compensation, Exclusions, State Required Licensing and Hazardous Waste and Substance Sites acknowledgements form)

- School District Developer Fee Certification
- Record of Payment of Regional Transportation Mitigation Fee Form
 Joint Powers Agency / 2035 Tulare St., Ste. 201, Fresno, CA 93721 / (559) 233-4148, ext. 200 / www.fresnocog.org

Fees:

 Application fees for Standard Plan Permit Applications shall be charged in accordance with the following (no Inner-City fee reductions apply):

Application Type	Fee Type	Fee Amount
Zone Clearance for SFR Standard Plan Permit Applications for development of one single family residence within the boundaries of a recorded tract map. NOTE: A separate fee shall be charged for each individual lot filed.	Zone Clearance Minor Level 1	\$30/lot

 The fee will be collected at the time of building permit issuance by the Building and Safety Services Division.

Timeline for Processing:

 Development Services (Planning) review and processing of Standard Plan Permit Applications should take up to 14 business days.

Procedures:

Review and Approval Process:

- 1) Check the record to see if the Zone Clearance was paid. If not, add "**ZC Fee not paid**" to the plot plan.
- 2) Verify that a Final Map has recorded creating the lots for which permits are requested. You can check with Will Tackett or Randy Guill if you have questions regarding a Final Map.
 - a) If a Final Map has not recorded, then an Early Model Home Agreement (EMHA) is required to be approved prior to approval of standard plans. This can be found in K:\Mater Files Early Model Home Permits.
 - b) If an EMHA does not exist and the map has not been finaled, any standard plan submittal will be at the property owner/developers own risk. Add "**At Risk**" on the approved plot plan. For At Risk plans, check with Frank Saburit to verify the lot was included in an agreement.
 - c) How to check if there is a Final Map:
- 3) Email Frank Saburit the tract number so he can verify that the fees for the tract are updated in Accela.
- 4) Verify that site/plot plan is provided to scale.

- 5) Verify that Tract, Lot number, address, and information provided on plans are accurate and correct.
- 6) Verify applicable zoning.
- 7) Verify lot dimensions.
- 8) Verify that all easements are shown.
 - NOTE: No portion of any structure (including eave/roof overhangs) may be located within an easement; unless, an Easement Encroachment application is first submitted and approved and a covenant recorded for said purpose.
 - NOTE: When a Landscape Easement exists, setbacks are measured from the back of the respective landscape easement.
- 9) Verify whether the subdivision is conventional and subject to the general development standards of the FMC respective to applicable zoning for the subject property; or, whether approved as a Planned Development with modified development standards.
 - a) Review conditions of approval for tentative map and/or Conditional Use Permit (CUP) authorizing the Planned Development to verify whether any special conditions exist with respect to specific lots.
 - NOTE: This may include, but not be limited to: interface standards for adjacency such
 as larger setbacks and restrictions to height for structures built on specific lots; lot
 coverage limitations by Fresno Metropolitan Flood Control District; minimum design
 requirements for purposes of utilizing the alternative codified development standards of
 an Enhanced Streetscape; etc.
- 10) Verify compliance with all applicable development standards (e.g., building/yard setbacks, spaces between buildings and lot coverage, etc.).
 - a) This includes accessory structures and mechanical equipment.
 - b) For public streets, verify that a minimum 18' setback is provided to the garage.
 - NOTE: If a Pedestrian Easement (PE) has been dedicated on the subject property behind a drive approach (where a standard 6" vertical curb has been constructed), then the garage setback is measured from the PE/back-of-sidewalk. If a "wedge" or rolledcurb has been constructed, then a driveway approach is not required.
- 11) Verify that any required or proposed walls and fences are shown on the site plan and that any such walls are located outside of visibility triangles and depicted in compliance with the FMC.
 - NOTE: Locations, type and height of required walls should be reviewed and approved with the grading plans which require approval prior to recordation of a Final Map, but verify that any such walls are accurately depicted on site plan.
- 12) Stamp site/plot plan with the Adobe dynamic approval stamp, add "Fees Verified by Frank on XX-XX-XXXX", add ZC fee note, and upload the final document to the record.
 - a) If corrections are required, redline the plan and send "Additional Information Required"

through Accela notifying the applicant of required modifications and resubmittal.

- 13) On the last workflow step, right click on the "submit" tab and select "open link in new window." Fill out the status as "approved and completed" in this window. In the comment section include the following and submit. Once you submit the applicants email will pop up, hit save and close the window.
 - a) The approved site plan has been uploaded to the record. Please visit the attachment section of the record to access the document. Print the approved exhibit and include the packet submitted to the Building and Safety Division.
 - b) Complete the RTMF forms with the Final Map Recorded and Parcel Map, Tentative Map filed, Deemed Complete by Agency dates on the respective lines.

Attachments:

- 1. Sample site/plot plan
- 2. Standard Plan Permit Application
- 3. Special Conditions Permit Affidavit

(Workers Compensation, Exclusions, State Required Licensing and Hazardous Waste and Substance Sites acknowledgements form)

- 4. School District Developer Fee Certification
- 5. Record of Payment of Regional Transportation Mitigation Fee Form

References:

Fresno Municipal Code

Article 3, Chapter 15 (Rules of Measurement)

Article 9, Chapter 15 (Residential Single-Family Districts [RS])

Article 20, Chapter 15 (General Site Regulations)

Article 51, Chapter 15 (Zone Clearance)

Master Fee Schedule

Effective 09.01.19

Review and Responsibility:

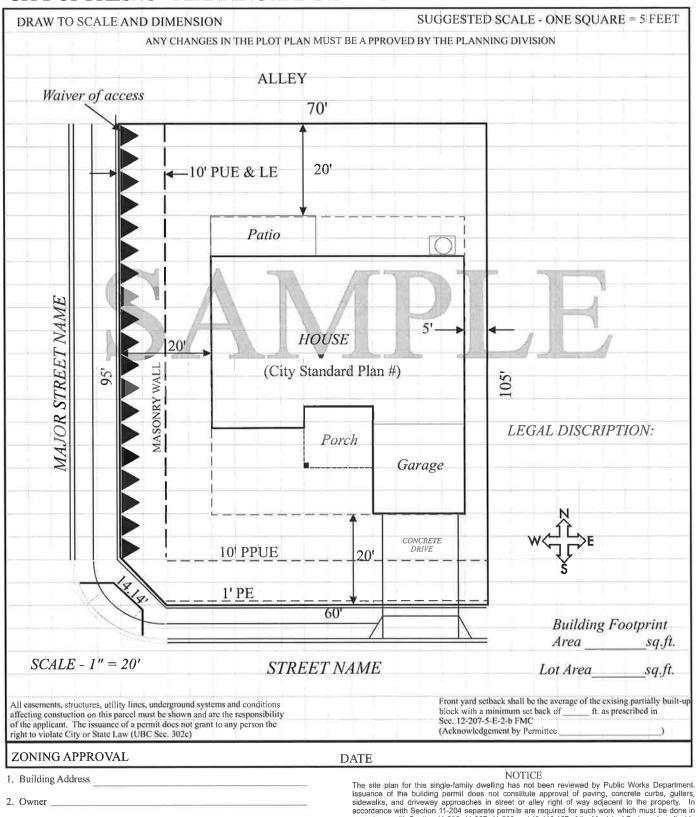
The Planning & Development Department, Development Services and Building and Safety Services Divisions and Public Works Department, Engineering Services Division are responsible for the implementation of the policy.

Signature:

Bonique Emerson, AICP, Planning Manager

Dated: _ 9 - 3 - 19

CITY OF FRESNO - PLANNING AND DEVELOMPENT DEPARTMENT PLOT PLAN



3. Contractor Address

4. I HERBY STATE THAT THE INFORMATION ABOVE IS CORRECT. I UNDERSTAND THAT IF THE INFORMATION SUBMITTED IS NOT CORRECT THE BUILDING PERMIT

SIGNATURE . DATE The site plan for this single-family dwelling has not been reviewed by Public Works Department. Issuance of the building permil does not constitute approval of paving, concrete curbs, gutters, sidewalks, and driveway approaches in street or alley right of way adjacent to the property. In accordance with Section 11-204 separate permils are required for such work which must be done in accordance with Section 11-206, 11-207, 11-208 and 13-110,107 of the Municipal Code and applicable City Standards. Issuance of a Certificate of Occupancy for the building is dependent upon prior suitefacts accordance with factor in factor wind parameters for a certificate accordance with section of the suiter of th satisfactory completion of required pavement and concrete work.

Permittee is especially caulioned to contact the City Traffic Engineer before forming and pouring slabs of foundation if it is desired to have more then one driveway approach or any driveway approach exceeding 24 feet in width measured at the property line.

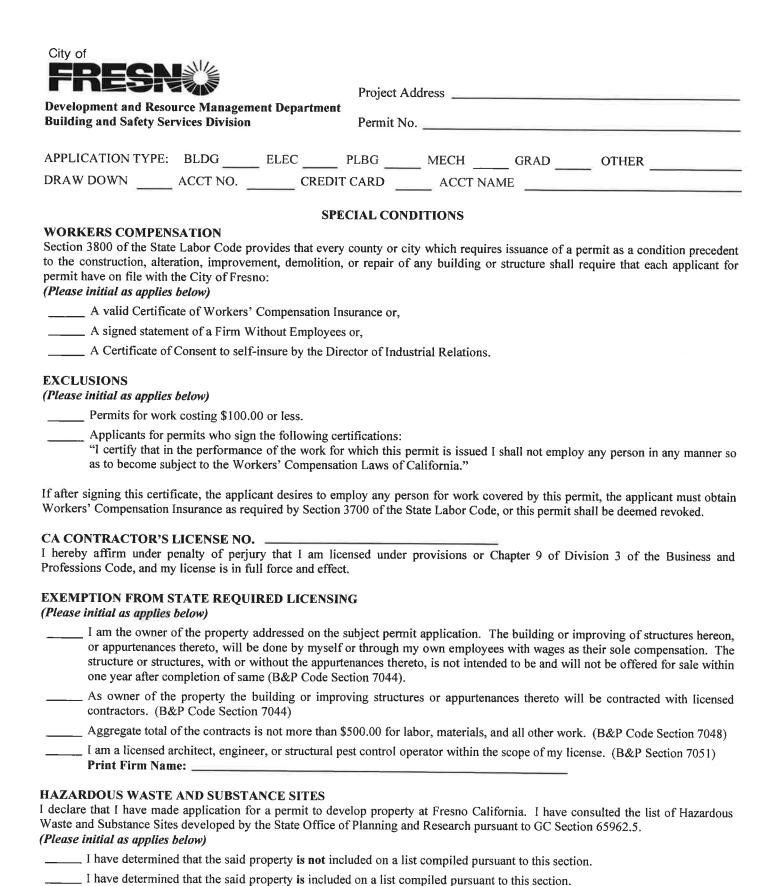
- A) 1-hour construction for projection less than 3'-0" from the property line
 B) Construction not permitted less then 30" from the property line.
 C) Normal projections allowed to be 5" for each 1'-0" of required yard selback



2600 Fresno Street, Third Floor Fresno, California 93721-3604 (559) 621-8082 FAX (559) 498-4357

STANDARD PLAN PERMIT APPLICATION

Developer/Bu	uilder:	Date:	
	e: Ph		
PLEASE CH	IECK ALL THAT APPLY:		
UGM FEES			и
	Pay all fees at this time		
	Defer applicable fees to final/occupancy		
PAYMENTS			
	Credit Card on file. Authorization to cha	arge at the time of permi	processing.
	Drawdown Account. (charged at the time	e of permit processing)	
	Check. (Permits will not be issued until after notification that permits ready for O Fee Notification via FAX prior to pay	payment)	te provided from applicant
TRACT NUN	MBER: LOT NUM	IBER(S):	
***PERMITS METHO	S WILL ONLY BE PROCESSED WHEN A OD OF PAYMENT HAS BEEN ESTABLIS	SHED: COMPLETE STANDARD SCHOOL FE FRESNO CO	SITE PLAN PLAN OPTION MATRIX E CERTIFICATION UNTY FACILITIES CERT
		□ FRESNORT	MF PAYMENT VOUCHER



I further declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct.

_____ DATE____

______ PHONE NUMBER _____

RECORD COPY

SIGNATURE

PRINT NAME ____

Staff Initials _____ Updated 9/02/14



CENTRAL UNIFIED SCHOOL DISTRICT

FACILITIES PLANNING

4605 N. Polk Ave • Fresno California 93722 Phone: (559) 274-4700 ext 63101 • FAX: (559) 276-5515

DEVELOPER FEE CERTIFICATION

SUBDIVISION TRACT NO.	LOT NO APN:
SITE ADDRESS:	
OWNER/Developer:	PHONE:
ADDRESS:	
CONTACT PERSON:	FAX:
TYPE OF DEVELOPMENT (Inser	t number from below)
 PUD: # of Units Commercial/Industric Mobile Office Trailer 	2. SFR: Addition its 4. Condominium: # of Units: 6. Mobile Home al: (Specify: Shopping Center/Retail, Office, Warehouse, [not temporary]
Residential Construction:	sq. ft. X \$4.58 = \$
Central Unified School Dis	strict certifies that the above fees have been PAID in full.
DATE	DISTRICT REPRESENTATIVE SIGNATURE
Contact Person: Bert Contreras RECEIPT NUMBER Facilities Planning Ph: 559-274-4700 Ext. 63101 Fax: 559-275-039	

NOTICE: Pursuant to Assembly Bill 3081 (CHAP 549, STATS. 1996), this will serve to notify you that the 90-day approval period in which you may protest any imposed fees, description of dedications, reservations or other exactions will begin to run from the issuance date as indicated on the Developer Fee Certificate which describes the fees, description of dedications, reservations or other exactions.

Original and one copy to applicant/One copy to CUSD

Applicant is responsible for taking certification form to permit authority.

CLOVIS UNIFIED SCHOOL DISTRICT

1450 Herndon Avenue, Clovis, California 93611 (559) 327-9000 / FAX (559) 327-9059

DEVELOPER FEE CERTIFICATION

Unless an even shorter time is specified herein, this certificate is valid only if the permit to which it applies is actually issued no more than 180 days after its date. CERTIFICATES ARE NON-TRANSFERRABLE. Original Certificate must be submitted to city/county agency. Original certificate is required for refund. Copies are for informational purposes only.

SUBDIVISI	ON NO		LOT N	O			
OWNER/DI	EVELOPER:		TYPE	OF DE	VELOF	PMENT: (Circ	le One)
Name:			SFR, D	uplex/1	riplex/Fo	ourplex,	
Address:			Apartm	ent Co	mplex, M	lobile Home,	
City/State:			Additior	n to SF	R, Shop	ping Center/Re	etail,
Contact Pers	on:		Office, \	Wareho	ouse		
Telephone:			Other_				
-							
() Governi	ment Code section	CABLE TO THE F 0 65995(b)(1) of 0 65995.5, Level Tw	per squa	are foot	-	er square foot	
DEVELOPI	MENT INFORM <i>A</i>	ATION:					
Address:							
Residential Dev	velopment:	square feet	\$ 4.63	per s	a ft. =	\$	
Commercial De	· ·	square feet				\$	
Residential Add	dition/Remodel:	square feet		per s		\$	
		was imposed by a Cit riod began at the time	your project was	approv		project's appro	val, in
		C	Owner/Develope	er 			
	Clovis Unified	School District certi	fies that the abo	ove fee	s have b	een PAID IN F	ULL
	Clovis Unified because	School District certi	fies that the abo	ove pro	ject is E	XEMPT from the	ne above fees
Receipt Num	nber						
District Repr	esentative Signatu	ire			Date		
C.U.S.D. Conta	ct: Andrew Nabors (55	59) 327-9264					
Doug Buildi 1033 Clovis	of Clovis las Stawarski ing Department Fifth Street s, CA 93612 324-2390	City of Fres Brian T. Leo Manager 2600 Fresn Fresno CA (559) 621-8	ong o St., 3 rd Floor 93721		Fresno C Will Kettle Manager 2220 Tula Fresno C (559) 600	er, are, 6 th Floor A 93721	7/01/17

SANGER UNIFIED SCHOOL DISTRICT

1905 SEVENTH STREET

SANGER CALIFORNIA 93657

PHONE: (559) 524-6521 FAX: (559) 875-0821

DEVELOPER FEE CERTIFICATION

TRACT NO:		LOT(S) NO:	3
OWNER/DEVELOPER:		DEVELOPMI	ENT;
NAME:	(14)	NAME:	12 102 - 1000
ADDRESS:	THE CONTRACTOR OF THE CONTRACT	ADDRESS:	
CONTACT;	7000000	PHONE:	
RESIDENTIAL DEVELOPMEN	I FEE:		NEW REMODEL/ADDITION MOBILE HOME
252	SQ FT x \$	= \$	
COMMERCIAL DEVELOPMEN	IT FEE:		
H	SQ FT x \$	_ = _\$	22
TOTAL FEE DUE:			
	The District certifies that	t the above fees ha	ve been paid in full.
	The District certifies that fees because:	t the above project	is exempt from the above
		<u>. 8</u>	
DATE:	DISTRICT:		
RECEIPT:		SIGNATURE	*
		TYPE OR PRINT	NAME
CITY OF SANGER () DEVELOPMENT SERVICES 1700 SEVENTH STREET SANGER CA 93657	CITY OF FRESI DEVELOPMEN 2600 FRESNO S FRESNO CA 93	NT SERVICES STREET	COUNTY OF FRESNO () DEVELOPMENT SERVICES 2220 TULARE ST, 6TH FL FRESNO CA 93721

COPIES TO: CITY/COUNTY; OWNER/DEVELOPER; SUSD

REV: 7/2015

RECORD OF PAYMENT OF REGIONAL TRANSPORTATION MITIGATION FEE

REGIONAL TRANSPORTATION MITIGATION FEE JOINT POWERS AGENCY

2035 Tulare Street, Suite 201, Fresno, CA 93721 (559) 233-4148, ext. 200 www.fresnocog.org

APPLICANT PROJECT		
Name: Job Site Ad		
Contact Person: Tract Number_		
Address:		
***************************************	Building Permit Num	
elephone Number: Building Permit Issued_		
F		DATE
	Final Map Recorded_	DATE
Parcel Map, Tentative	Map filed, Deemed Complete by Agenc	ev
		DATE
Rezone Approvar	(attach relevant documents if applicable	DATE
7		
Single-Family Dwelling	dwelling unit @ \$1,637/DU	\$
Multi-Family Dwelling	dwelling units @ \$1,150/DU	\$
Public School / Education	Exempt from RTMF	
Government	Exempt from RTMF	
Commercial/Retail	square feet @ \$1.61	\$
Commercial/Office/Service	square feet @ \$0.89	\$
Light Industrial	square feet @ \$0.32	\$
Heavy Industrial	square feet @ \$0.07	\$
Other Non-Residential	square feet @ \$0.28	\$
	Total Fee Due (subtotal)	\$
	Handling Fee	\$ 25.00
Check#	Total Amount Due	\$
Applicant	Date	
Representative of Permit Issuing Ager	ncy Date Issuing Agend	 cy
DISPOSITION OF RTMF		
RTMF Joint Powers Agency c	ertifies that the above fees have been PA	ID IN FULL
RTMF Joint Powers Agency requirement to pay the RTMF	certifies that the above project is because	EXEMPT from th

Note: The fees shown are those in effect as of January 1, 2015. Fees are subject to change. The amounts due will be based on the fees in effect on the day the fee is paid.

This form must be validated by the Fresno County Regional Transportation Mitigation Fee Joint Powers Agency and returned to the Permit Issuing Agency prior to final inspection or certificate of occupancy.