

Standard Plan Review Guidelines (8/23.18):

- 1) Verify that the Zone Clearance fee was paid (\$27).
 - a) If the fee was not paid 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 Jon Bartel 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:\Master Files - Early Model Home Permits.
 - b) If an EMHA does not exist, any standard plan submittal will be at the property owner/developers own risk. Add **“At Risk”** on the approved plot plan.
 - c) How to check if there is a Final Map:
 - i. Follow the link to access [Laserfiche WebLink](#).
 - ii. Once you reach the Main page, go to the “My WebLink” portal at the upper right-hand corner. This should take you to a page which will provide Browse and Search options.
 - iii. Click on the “Search” portal/link (in blue text) which is within the upper menu bar to the right of the Laserfiche WebLink title and to the right of the Home and Browse portal/links (do not utilize the Search Options links in the left-hand menu below “My WebLink”).
 - iv. Once you’ve clicked on the Search portal/link, the left-hand menu will provide terms to customize or select your search criteria. Simply go to the box which allows you to search under “Name” and enter the subdivision map or whatever that you’re looking for.
 - v. The formatting that you enter will play a factor in the search results. Please use the following formats for your search terms:
 - a. For Tract Maps use: T-#### (Tract Map No.)
 - b. For Parcel Maps use: PM_####(Year)-## (Parcel Map No. for year)... the underscore in this format represents just a space and not a true underscore.
 - vi. Once the search results are populated, click on the folder link and all of the associated documents will be viewable.
 - vii. Search for Final Maps (Tract or Parcel) under the folders marked as “Map.” You will typically want to select the most recent. There will usually be a map folder which includes a copy of the tentative map as well as a map folder which contains a copy of the Final Map (these will not be distinguishable by the title however). Once you’ve opened the map, verify that it is a Final Map (not the tentative) and that the cover page includes the Recorder’s office stamp with recording information and signatures. **If the map exhibit that you find does not contain the Recorder’s stamp and signatures on the cover page, then it is not an officially recorded map.**

- 3) Verify that site plan is drawn/provided to scale. Which can be done the following ways:
 - a. PDF: Use the measurement tool
 - b. Print in same format (8 ½ x 11)
- 4) Verify that Tract, Lot number, address, and information provided on plans are accurate.
- 5) Verify applicable zoning.
- 6) Verify lot dimensions.
- 7) 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.
- 8) Verify whether the subdivision is conventional and subject to the general development standards of the Fresno Municipal Code respective to existing zoning for the subject property; or, whether approved as a Planned Development with modified development standards.
 - a) Review conditions of approval for map and/or CUP to verify whether any special conditions exist with respect to specific lots. If there is a CUP they have to follow the CUP. If they are proposing a change for a site that has a CUP then they will need to revise the CUP.
 - 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.
- 9) Verify lot setbacks, spaces between buildings and lot coverage.
 - 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 rolled-curb has been constructed, then a driveway approach is not required.

10) 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.

- 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.

11) Bonique will e-mail Frank Saburit the tract number so he can verify that the fees for that tract are updated in Accela. If you don't get an e-mail from Bonique with Frank's approval, e-mail him directly. He does not need to review each individual lot.

12) Once we **stamp and approve** the site plan (use the Adobe dynamic approval stamp), we need to write “**Fees verified by Frank on X-X-2018**” on the standard plan and upload and/or save the final document back to the record.

- a. If corrections are required, then redline site plan, scan, and email with comments to applicant with requested corrections for 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. Advise applicants to print the signed exhibit and include in the packet they submit to building and safety.
- b. Advise applicant to complete their RTMF forms with the **Final Map Recorded** and **Parcel Map, Tentative Map filed, Deemed Complete by Agency** dates on the respective lines.