

Planning Process





‘ We Work For You’ Culture.

The City of Fresno’s Current Planning Division has “Rolled Out the Red Carpet” by streamlining processes, eliminating roadblocks, and implementing an easy to follow, customer-focused approval process. Applications may be submitted 24/7 through the City of Fresno’s Accela Citizens Access (ACA) online portal by scanning the QR code on the back of this brochure or schedule an in-person appointment at City Hall, Room 3043, Monday-Friday, 8:00a.m. to 5:00 p.m. by scanning the QR code for QLess on the back of this brochure.

A straightforward approach identifies projects based on their complexity. There are four project levels, each with an optimized process. This brochure outlines the process, so there are no surprises. Simple projects result in faster reviews, some even approved the same day through the online ACA portal. For more complex projects, the applicant can meet with the Development Review Committee (DRC) comprised of key reviewing departments, to collaboratively discuss the application and receive concise and thorough preliminary feedback.

The City of Fresno has established accountability, clear protocols, and authority for decision-making that align with the General Plan, Development Code, and pre-zoning. Improved technology, customer service, and continuous improvements through training and staff development will help keep the commitment to high standards, honor the public’s time, budgets, and to work together to **“Get to Yes.”**

Contact Information:
Current Planning Division
559.621.8277
Planning@fresno.gov
Monday-Friday, 8:00 am to 5:00 pm

PLANNING PROJECT LEVEL




Project Levels		Review Timeline	Project Types
Note		¹Defined in Policy and Procedures G-003	
LEVEL 1	A	Over the counter	Zone Clearance: <ul style="list-style-type: none"> • Business & Home Occupation
	B	14 business days	Zone Clearance: <ul style="list-style-type: none"> • Business & Home Occupation • Downtown ABC • ECVS Zoning Inquiry Minor Revised Exhibit¹ Moderate Revised Exhibit¹ (No Routing) Addressing Minor Deviation Rear Yard Encroachment Standard Sign Plans
			Zone Clearance: <ul style="list-style-type: none"> • Primary SFR, ADU, Duplex, JADU, ALQ Temporary Use Permit
LEVEL 2	A	30 business days	Moderate Revised Exhibit¹ (Route req.) Conditional Use Permit (CUP) & Alcohol CUP Renewal Zone Clearance - Outdoor Dining (in public R.O.W.) Standalone EA (No Initial Study) Tree Removal Permit
		30/60 calendar days	Qualified State Housing Law Projects
	B	45 business days	Major Revised Exhibit¹ (Routing Required) Alcohol CUP CUP (Use only/no physical development) Covenants Master Sign Program Security Wire Permit Certificate of Compliance
LEVEL 3		75 business days Add'l 90 days (Non-Exempt From CEQA)	Amendment¹ (To previously approved entitlements.) Development Permit CUP Tentative Parcel/Tract Map* Standalone EA (Initial Study) Variance Planned Development
LEVEL 4		100 business days Add'l 90 days (Non-Exempt From CEQA)	General Plan Amendment Rezone Annexation Text Amendment Master Development Agreement Environmental Assessment Multiple applications

PLANNING REVIEW PROCESS

Project Levels		PRELIMINARY REVIEW	
		Initial Planning Review	DRC/SRC
LEVEL 1	A	Counter staff reviews proposal for consistency with code and policies.	
	B	Applicant encouraged to contact Planning staff to discuss proposed project. Staff provides guidance on next steps and appropriate submittal checklist.	SKIP FORWARD
LEVEL 2	A		SKIP FORWARD
	B		SKIP FORWARD
LEVEL 3	Applicant is encouraged to make an appointment with a Supervising Planner.		DRC meets weekly in Rm. 3054. For additional information contact the Development Services Coordinator at DRC@fresno.gov .
LEVEL 4	Applicant is highly encouraged to attend the Development Review Committee (DRC). *Tract Map applications are required to go through Subdivision Review Committee (SRC).	SRC- Once preliminary review is complete, Planner will send SRC Review Letter to applicant to make any necessary modifications. *For Maps, Technical Verification follows SRC review, prior to formal submittal.	



PLANNING REVIEW PROCESS

Project Levels		COMPLIANCE AND APPROVAL	
		Project Approval	
		Step 1	Step 2
LEVEL 1	A	SKIP FORWARD	
	B	Planner prepares approval letter.	SKIP FORWARD 
LEVEL 2	A	Planner takes action to approve or deny. If approved, applicant is given conditions of approval.	SKIP FORWARD 
	B		SKIP FORWARD 
LEVEL 3		Planner takes action to approve or deny. If approved, applicant is given conditions of approval.	Applicant can move forward, if project is not appealed. If appealed, project goes to Planning Commission. Tract Maps always to Planning Commission.
LEVEL 4		Planner prepares staff report. Project is scheduled for Planning Commission and City Council.	Project is approved/denied by City Council.

COMPLIANCE AND APPROVAL

Compliance Process

Final Planning Approval



Planner issues approval letter allowing applicant to move to the Building Division for permits (if permits required) and/or Business Tax Division for Business License.

Planner signs off on plans or other necessary documents needed for Building permit approval.

Applicant makes necessary corrections to the project and resubmits for compliance review.

Planner verifies all corrections are met and coordinates final sign-off on final exhibits. Applicant inserts Planning approved exhibits into the Building set.



Accele Citizen Access (ACA) Online Services Available 24/7



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Due Dates



Access Invoices &
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TO SUBMIT AN
APPLICATION
THROUGH ACCELA CITIZEN ACCESS



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- Application Process Inquiries
- Application Submittal Assistance
- Public Document Review



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TO MAKE AN
APPOINTMENT
WITH

