

Submittal Requirements for Development Applications

Please use this checklist for Major Revised Exhibits, Amendments and Full Applications for **Development Permits and Conditional Use Permits** where new development (new buildings, structures, or additions) or a new use of land, major modification to a parking lot, or major modification to a use is proposed, unless a specialized Checklist exists for the proposed use.

Required	<p>Please use this as a checklist to assemble the materials required for your development application when submitting the application through the Accela Citizen Access (ACA) portal. The following items must be submitted to process your application. Please follow ALL hyperlinks for complete checklist. <u>If the plans are not legible, or do not contain the information listed below, your application will be deemed incomplete and rejected.</u></p>
<input type="checkbox"/>	<p>Instructions:</p> <ol style="list-style-type: none"> 1. All plans and documents <u>must</u> be uploaded in PDF format. 2. A separate PDF document is required for <u>each</u> plan type (i.e., one PDF required for <i>all</i> site plan documents; one PDF for <i>all</i> 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.
<input type="checkbox"/>	<p>Complete Application in ACA portal. Use this policy to determine correct application type.</p> <p><input type="checkbox"/> Provide full contact information including email addresses for all applicants and/or owners who are stakeholders of the project.</p>
<input type="checkbox"/>	<p>All Required Fees Paid</p> <p>Fees will be invoiced after application is submitted. All fees must be paid before application is deemed complete. Fees must be paid within three days of fees being invoiced (e-mail will be sent). Please note fees are updated annually on July 1st.</p>
<input type="checkbox"/>	<p>Environmental Assessment Form (Electronic, PDF)</p> <p>Please complete entire form, responding to all questions.</p>
<input type="checkbox"/>	<p>Additional Studies and Information required based on response to the Environmental Assessment Form.</p>
<input type="checkbox"/>	<p>If the project is not exempt from the California Environmental Quality Act, an Initial Study is required. The City can utilize on-call consultants to prepare this document; otherwise, the Developer will be required to obtain a Consultant to prepare the environmental assessment through a Three-Party Agreement. The Three-Party Agreement shall be executed prior to formal acceptance of the project.</p>
<input type="checkbox"/>	<p>Title Report and Supporting Deed Documents (prepared within 30 days of submittal of the application; includes legal description) (Electronic, PDF)</p>

<input type="checkbox"/>	<u>Letter of Owner Authorization</u> (If Owner is not the Applicant) (Electronic, PDF) Shall include all information on form.
<input type="checkbox"/>	Verification Property is a Legal Lot of Record: If parcels proposed for development were not created through one of the six methods listed below, a chain of title verifying that the property is a legal lot is required and must be submitted with the application. Please reference Policy and Procedure G-005 for additional information on Determining Legal Lots of Record. Please indicate in the operational statement how the lot was created. 1) A lot or parcel resultant from recordation of a Final (Tract) or Parcel Map; 2) A parcel authorized for creation by a Parcel Map Waiver; 3) A parcel resultant from recordation of a Voluntary Parcel Merger; 4) A lot authorized for creation and perfected through completion of a Lot Line Adjustment; 5) A lot or parcel for which a Certificate of Compliance has been recorded; 6) A lot or parcel created by deed through conveyance to or from a public entity.
<input type="checkbox"/>	Signed <u>Traffic Planning Checklist</u> (Electronic, PDF)
The required documents below shall include ALL applicable items found in the Contents Requirement Checklist.	
<input type="checkbox"/>	<u>Operational Statement</u> (Electronic, PDF) (Unless adequate operational statement provided in Environmental Assessment Form required above).
<input type="checkbox"/>	Site Plan (Electronic, PDF)
<input type="checkbox"/>	Elevations (Electronic, PDF)
<input type="checkbox"/>	Floor Plans (Electronic, PDF)
<input type="checkbox"/>	Landscape Plan & Irrigation Plan (Electronic, PDF)
<input type="checkbox"/>	Other: _____ _____
<input type="checkbox"/>	Affordable Housing Project: The project proposes to include covenanted affordable housing units that will be restricted to households earning less than 120% of the Area Median Income (AMI) for Fresno County. In your ACA application you will provide details, including the total number of covenanted affordable units, number of affordable units by affordability level (AMI), and number of bedrooms. Preliminary information is acceptable. <input type="checkbox"/> Check this box if the project is eligible for streamlined and/or ministerial review pursuant to State law (i.e. SB 35, AB 2162, SB 330). Provide a detailed statement regarding how the project meets the requirements of said Bill.

<input type="checkbox"/>	<p>Housing Demolition</p> <p>1. Does this project include the demolition of one or more existing dwelling units? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Is this project located on a site where one or more dwelling units were demolished within the past five years? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If the answer to either question is “Yes”, please answer the additional questions below:</p> <p>1. How many units are proposed to be demolished, or were demolished within the past five years? _____</p> <p>2. Are the units proposed to be demolished currently occupied? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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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. 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.