



DIRECTOR REVIEW AND APPROVAL APPLICATION

WHAT IS A DIRECTOR REVIEW AND APPROVAL (DRA)?

The Fresno County Zoning Ordinance requires a Director Review and Approval (DRA) for certain uses of land or types of businesses which are not allowed as a matter of right nor are considered to be as intensive as to require a Conditional Use Permit.

Approval of a DRA is generally made by the Director of the Department of Public Works and Planning. The Director's decision is final unless appealed to the Planning Commission. The Director may, however, refer a DRA directly to the Commission. Notice of the Director's Decision or Notice of the Planning Commission hearing is mailed to all property owners within 600 feet or one-quarter mile of the project site (depending on urban or rural setting).

WHAT ARE THE SUBMITTAL REQUIREMENTS FOR A DRA?

Prior to submitting a DRA application, the applicant must obtain a Pre-Application Review which is prepared by the Permit Assistance & Zoning Counter and Current Planning Staffs. This review helps to identify information specific to the property that may affect submittal and processing of the application.

The application package for a DRA includes the following:

- DRA application form and filing fees;
- Initial Study application form and filing fees (if required);
- A current ownership deed with an accurate legal description of a subject parcel;
- Project description/operational statement (if necessary);
- Twenty four copies of a detailed site plan (drawn to scale, showing all existing and proposed structures);
- Eight copies of floor plans and elevation drawings (if necessary);
- Photographs of the subject site and surrounding area (if necessary);
- The Pre-Application Review.

Prior to submittal of the application package, the applicant may request a “pre-development meeting” to discuss the proposal with staff from County Departments and other reviewing agencies.

WHAT IS THE PROCESS A DRA GOES THROUGH?

After the required submittals are determined to be complete and accepted, the applications are routed to County Departments and various other agencies for review. Following the comment period, staff reviews the DRA to determine if the findings required to grant a DRA can be made. These findings are as follows:

- 1) That the site of the proposed use is adequate in size and shape to accommodate said use and all yards, spaces, walls and fences, parking, loading, landscaping, and other features required by the proposed use;
- 2) That the site for the proposed use relates to streets and highways adequate in width and pavement type to carry the quantity and kind of traffic generated by the proposed use;
- 3) That the proposed use will not be detrimental to the character of the development in the immediate neighborhood, and
- 4) That the proposed use is consistent with the Fresno County General Plan.

After staff completes its analysis of the required findings and the Initial Study (if required), the determination to deny or approve the application is made. If approved, a letter documenting the Director’s decision is mailed to the property owner, applicant, and surrounding property owners. The approval letter typically includes conditions of approval which must be met in order to establish the approved use.

If the DRA is referred to the Planning Commission, a notice announcing the hearing date before the Planning Commission is mailed to the property owner, applicant, and surrounding property owners. A staff report is then prepared for the Planning Commission. The staff report is made available to the Commission, the applicant, and the public prior to the hearing.

The Planning Commission hearing is normally held in the Board of Supervisors Chamber located on the third floor of the Hall of Records, 2281 Tulare Street, Fresno.

APPEAL PROCESS

After the Director’s decision is made on the DRA application, there is a 15-day appeal period during which the applicant, or any other affected party, may appeal the decision to the Planning Commission. The appeal form and filing fee must be submitted to the Department of Public Works and Planning within the 15-day appeal period.

Note: DRA’s referred to the Planning Commission are subject to appeal to the Board of Supervisors.

HOW LONG DOES THE DRA PROCESS TAKE?

Generally a DRA application will require approximately 55 days to process. The processing time is extended if additional information is required of the applicant during the Initial

Study/Application Review Process. The applicant will be notified within 30 days of the application receipt date if additional information or special studies are needed in order to continue processing the application. The processing time will be substantially greater, if a determination is made that an Environmental Impact Report is required.

AFTER THE DRA IS APPROVED, WHAT NEXT?

Approval of the DRA does not address all requirements that must be met in order for development to proceed. Other requirements may include a site plan review application, grading permits, building permits, and payment of associated fees. In addition, fees may be required by other agencies (e.g. school district, flood control district).

County staff is available to answer any questions you may have regarding the Director Review and Approval permit process. Please call (559) 262-4055, for assistance.

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