



City of Clovis

Department of Planning and Development Services

CITY HALL · 1033 FIFTH STREET · CLOVIS, CA 93612

ADMINISTRATIVE USE PERMIT

INSTRUCTIONS TO APPLICANT

The applicant must complete the necessary forms and submit all required information and exhibits before the Planning Division can accept the application for filing. Applications will be processed as quickly as possible. Applicants will be notified of the dates and times established for any relevant public hearing(s). **Please complete the checklist below and submit with your application.**

MATERIALS REQUIRED FOR SUBMISSION OF A USE PERMIT

UNLESS NOTED, ALL DOCUMENTS SHALL BE FILED IN ELECTRONIC FORMAT (preferably .pdf)

- Hard copy of the completed City of Clovis Planning Division Master Application.
- Hard copy of a Property Owner Consent form signed by the current property owner if not the same as the applicant.
- Preliminary Title Report no more than 180 days old that covers the entire property being considered for a use permit. A Lot Book Report or Grant Deed may substitute.
- Filing fee as listed in the Planning Fee Schedule.
- Site Plan

PROCEDURE BY PLANNING DIRECTOR

When processing the Administrative Use Permit, the Planning Director will consider such factors as:

- 1.) Is the proposed use suitable for the location; and
- 2.) Will traffic generated by the proposed use create any hardship; and
- 3.) Will the proposed use be detrimental to the development and the immediate neighborhood.

Owners within 300 feet will be notified of the Directors decision. The decision will become effective after a fifteen- (15) day appeal period.

In all cases, the following information shall be included in the appropriate drawings when submitting for Director Review and Approval.

- a) Lot dimensions;
- b) All buildings and structures and their location, size in which the proposed use will be conducted at or in;
- c) Yards and spaces between buildings;
- d) Walls and fences and their location, height and material;
- e) Off-street parking and its locations, number of spaces and dimensions of parking area and internal circulation pattern;
- f) Access, pedestrian, vehicular and service points of ingress and egress;
- g) Location of trash pickup facilities and screening;
- h) Location, species and maturity of landscaping;
- i) Sidewalk, curb and gutter – existing and/or proposed.

Questions regarding this or any other Planning Application should be directed to Planning Division Staff at (559) 324-2340.