

Clovis Annexation Process



ANNEXATIONS
City of Clovis



Meeting with Clovis Staff

- Meeting with City Staff to discuss Project
- Discussion of annexation boundaries - including properties adjacent to the development and need to create logical boundaries

Pre-Application Meeting
Clovis, Fresno County, and/or LAFCO

- Review Annexation Proposal
- Identify potential inconsistencies with Memorandum of Understanding (MOU)
- Discuss Williamson Act Contract Parcels

Applicant Action
Annexation Application

- Submit map and Legal Description (LAFCO map standards)
- Submit LAFCO required Service Plan
- Submit copy of tentative tract map or site plan
- Submit proposed pre-zoning on all parcels to be annexed
- Submit LAFCO consent forms signed by property owners
- Submit Notarized Letters of Agency for all property owners in the annexation area for pre-zoning (copies)
- Submit Annexation Fee
- Applicant - begin cancellation of any land Conservation Contracts. Complete this process with Fresno County - start early the process is lengthy (only necessary if land is under Contract)

Clovis Action (5 day min.)

- Review Request

Clovis Action

- Issue Notice of Incomplete Application
- Request Additional Information

Clovis Action

- Issue Certificate of Complete Application

Clovis Action (30-50 days min.)
Annexation and Entitlement Approval

- Staff will coordinate CEQA review
- Public hearings will be held to review annexation, tentative tract map, and prezone
- Approval of annexation, tentative tract map, and prezone

