



City of Clovis

Department of Planning and Development Services

CITY HALL · 1033 FIFTH STREET · CLOVIS, CA 93612

ANNEXATION/ REORGANIZATOIN

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).

MATERIALS REQUIRED FOR SUBMISSION OF AN ANNEXATION/REORGANIZATION
UNLESS NOTED, ALL DOCUMENTS SHALL BE FILED IN ELECTRONIC FORMAT (preferably .pdf)

1. Hard Copy of a completed City of Clovis Planning Division Master Application.
2. Hard Copy of LAFCo consent forms signed by the property owners.
3. Map and Legal Description for area being annexed.
4. LAFCo required Service Plan (completed by planning staff).
5. One copy of the tentative tract map or site plan.
6. Exhibit showing proposed rezoning on all parcels to be annexed (completed by planning staff).
7. Filing fee as listed in the Planning Fee Schedule.

Note: The applicant can not submit associated entitlements (i.e. rezoning and tentative tract map) until a Letter of Complete Application for the annexation has been issued.

Fees are to be paid when filing an application with the City of Clovis Planning Department. Once an application is accepted, the fee is nonrefundable.

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