



# City of Clovis

Department of Planning and Development Services  
CITY HALL · 1033 FIFTH STREET · CLOVIS, CA 93612

## NOTICE OF INTENT TO PLACE A CONSTRUCTION/SALES TRAILER FOR THE PURPOSE OF BEING USED AS A TEMPORARY SALES OFFICE.

(For use by the Developer with the intent of placing said trailer for a period no more than 90 days.) Developer requesting a longer placement period must have on file an approved Director Review and Approval (DRA) on file with the City.

### INSTRUCTIONS TO THE APPLICANT:

The applicant must complete the following form and submit all required information and exhibits before the application can be accepted for filing by the Planning Department.

Materials and exhibits required to be filed:

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

1. Hard Copy of the complete application form.
2. Hard Copy of an application for a building permit and a plot plan indicating required setbacks.
3. A bond in the amount of one-thousand-seventy-five (\$1,075) dollars. (Seventy-five dollars is a Building Division re-inspection fee and is non-refundable).

In all cases, the following information shall be included in the appropriate plot plan when submitting for approval of construction/sales trailer.

1. Lot dimensions;
2. Trailer location and size in which the proposed trailer will be conducted in;
3. Yards and spaces between buildings.

APPLICATION FOR SALES/CONSTRUCTION TRAILER PLACEMENT

DATE SUBMITTED: \_\_\_\_\_

BOND AMOUNT: \$ \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

Please send to:

Dwight Kroll, Director of Planning & Development Services  
City Hall, 1033 Fifth Street  
Clovis, CA 93612

Please print or type, completing all items required:

Date of Notification: \_\_\_\_\_

Applicant: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Tract No.: \_\_\_\_\_

Lot No.: \_\_\_\_\_

Date of Placement: \_\_\_\_\_

Date of Removal: \_\_\_\_\_