



City of Clovis

Department of Planning and Development Services

CITY HALL · 1033 FIFTH STREET · CLOVIS, CA 93612

APPLICATION FOR RESIDENTIAL SITE PLAN REVIEW AND AMENDMENTS

INSTRUCTIONS TO APPLICANT

The Clovis Municipal Code requires that Residential Site Plan Review (SPR) applications be filed for Planning Division review, approval, modification or denial prior to construction or modification of residences with allowable building areas over 40% lot coverage and for Planned Unit Developments. When filing your application for Residential Site Plan Review, please complete the attached application form and submit all requested information and exhibits. Processing of your application may be delayed unless all requested materials are presented at the time of filing. Processing fees are based on the current City of Clovis Fee Schedule). **Please complete the checklist below and submit with your application.**

MATERIALS REQUIRED FOR SUBMISSION OF A RESIDENTIAL SITE PLAN REVIEW

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 Notarized Letter of Agency 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. A Lot Book Report or Grant Deed may substitute.
- Matrix or explanation of amenities provided for the subdivision and each model
- One (1) copy of the approved final map;
- One (1) copy of the floor plans of all proposed buildings;
- One (1) copy of all exterior elevations for all buildings;
- One (1) copy of typical plot plans for each model;
- One (copy) of recent photographs of the building(s) (for SPR Amendments);
- Two (2) preliminary landscape plans for all proposed and/or modified landscape areas;
- Color and materials board for building elevations;
- Filing fee as listed in the Planning Fee Schedule.
- Electronic Copy of all materials in .jpg or .pdf format;
- In all cases, the site plan for the project will be required and must include, but not necessarily be limited to, the following:
 - a. The scale of the drawing and north indicator.
 - b. Adjacent streets and other landmarks to assist in locating the property, distance and direction from the nearest street intersection, and any other identifiable features.
 - c. The location of all existing and proposed uses, structures, fences, walls, signs, landscaping, setbacks, and improvements.
 - d. Any other information or data that the applicant or Planning Director deems necessary for proper consideration of the application;

All plans or exhibits to be filed shall be drawn and dimensioned to a reasonable scale in a legible fashion on a recommended standard sheet size of 18" x 24" or 24" x 36", and folded to an approximate size of 8" x 14".
(DRAWINGS MUST BE FOLDED)

Recommendations

- 1% - Recessing the garage from the front yard setback by at least 5 feet
- 1% - Constructing a screen enclosure for refuge containers and recycling bins
- 1% - Creation of a unique tree or neighborhood landscape pattern (privately maintained)
- 1% - Creation of significant curvilinear streets through out the subdivision
- 2% - Enhanced architectural treatment (greater depth & articulation of front facing architectural elements)
- 2% - Architectural treatment (embellishment) of all elevations of the proposed home
- 2% - Additional and acceptable neighborhood amenities such as sport courts
- 5% - Recessing the placement of the garage to the rear of the lot or the provision of a swing garage where the garage doors do not face the street
- 5% - Provision of front, interior, or side yard courtyards/porches of at least 100 square feet
- Other amenities as approved by the Director

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