



City of Clovis

Department of Planning and Development Services

CITY HALL · 1033 FIFTH STREET · CLOVIS, CA 93612

APPLICATION FOR SITE PLAN REVIEW AND AMENDMENTS

INSTRUCTIONS TO APPLICANT

The Clovis Municipal Code requires that Site Plan Review (SPR) applications be filed for Planning Division review, approval, or denial prior to construction or modification of buildings and vacant sites for all multi-residential, commercial, industrial structures and some single family proposals. 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 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 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. A Lot Book Report or Grant Deed may substitute.
- One (1) copy of the site plan;
- One (1) copy of the floor plans of all proposed buildings;
- One (1) copy of all exterior elevations for all buildings;
- 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.
- County Assessor's Parcel Map showing the properties involved outlined in red.
- 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. The location of all off-street parking and loading facilities, including driveways, individual parking and loading zones, number of stalls and dimensions, internal circulation, points of ingress and egress, median strips, and traffic islands.
 - e. Any other information or data that the applicant or Planning Director deems necessary for proper consideration of the application;
 - f. Show on the exterior elevations, the locations and sizes of all proposed roof-mounted equipment and materials, providing specifications proposed to screen the equipment.

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)

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