



# City of Clovis

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

## TEMPORARY USE PERMIT

### INSTRUCTIONS TO APPLICANT

The applicant must complete the master application 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 completed master application form;
- 2.) Hard Copy of a Property Owner Consent form signed by the current property owner if not the same as the applicant;
- 3.) Fees as established by the City Council;
- 4.) Copy of a site plan;
- 5.) Legal description of the property and a preliminary title report (180 days or newer) or a lot book report;

### PROCEDURE BY PLANNING DIRECTOR

When processing the Temporary Use Permit, the Planning Director will consider such factors as:

- 1.) Is the proposed use suitable for the location; and
- 2.) Will traffic generated by the proposed use create any hardship; and
- 3.) Will the proposed use be detrimental to the development and the immediate neighborhood.

Owners within 300 feet will be notified of the Directors decision. The decision will become effective after a fifteen-(15) day appeal period.

All plans or exhibits submitted shall be drawn and dimensioned to a reasonable scale in a legible fashion on a standard sheet size and **folded** to a maximum size of 8 ½" x 14".

In all cases, the following information shall be included in the appropriate drawings when submitting for Director Review and Approval.

- a) Lot dimensions;
- b) All buildings and structures and their location, size in which the proposed use will be conducted at or in;
- c) Yards and spaces between buildings;
- d) Walls and fences and their location, height and material;
- e) Off-street parking and its locations, number of spaces and dimensions of parking area and internal circulation pattern;
- f) Access, pedestrian, vehicular and service points of ingress and egress;
- g) Location of trash pickup facilities and screening;
- h) Location, species and maturity of landscaping;
- i) Sidewalk, curb and gutter – existing and/or proposed.

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.***