



# City of Clovis

## Department of Planning and Development Services

CITY HALL · 1033 FIFTH STREET · CLOVIS, CA 93612

### TENTATIVE PARCEL MAP

#### 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). **Please complete the checklist below and submit with your application.**

#### **MATERIALS REQUIRED FOR SUBMISSION OF A TENTATIVE PARCEL MAP**

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

- Completed City of Clovis Planning Division Master Application.
- Property Owner Consent form signed by the current property owner if not the same as the applicant.
- Legal Description (**submitted in Word format**) and Preliminary Title Report no more than 90 days old that covers the entire property being considered for a tentative parcel map.
- Filing fee as listed in the Planning Fee Schedule.
- Copy of proposed conditions, covenants, and restrictions (if applicable).
- Concurrent filing of rezoning application if the existing zoning on the land to be subdivided is not consistent with the density shown on the tentative map.
- For land not presently incorporated, submission of a completed application for annexation to the office of Planning & Development Services.
- Prior to approval, a public hearing must be held in accordance with the Subdivision Map Act to notify property owners within 300 feet of the proposed division of land. The Planning Department will obtain the names and addresses of the owners.
- One (1) copy of the Assessor's Parcel Map shall be submitted showing the subject parcel outlined in red.
- Provide existing use and ownership of property immediately surrounding the area to be parceled.
- Copy of the Tentative Parcel Map prepared in accordance with Section 9.104.050 of the Clovis Municipal Code. The parcel map exhibit shall show the following:
  - o Name, address and phone number of owner and name, address and phone number of person preparing map;
  - o Legal description of property and Letter designation of each parcel;
  - o Exact acreage of each parcel;
  - o North Arrow and scale and City limits of Clovis;
  - o Legend showing monuments found and accepted or made reference to and method of establishment of all lines and corners shown; and
  - o Show the following when located within 100 feet of property lines:
    - Street and alley rights-of-way and Railroad rights-of-way, natural watercourses, canals, ditches, and irrigation lines.
    - All existing buildings with exterior dimensions, structures and dimensions to existing boundary lines and dimensions to proposed boundary lines.
    - Trees, orchards, vineyards fences, etc., telephone and power poles and utility easements, as well as existing and proposed water wells, septic sewer systems, and leaching fields.
    - Existing street improvements, curbs, gutters, sidewalks, paving limits, header boards, drive approaches, streetlights, fire hydrants, etc.

- ❑ Special studies may be required for the application to be deemed complete. The following is an example of the required studies and **it is recommended that the applicant consult with the City prior to submitting.**
  - Global Climate Change
  - Air Quality
  - Traffic
  - Biological
  - Cultural Analysis including Cultural Historical Resources Information System (CHRIS) report
  - Water
  - Sewer
  - Noise

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.***

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## **ENVIRONMENTAL ASSESSMENT QUESTIONNAIRE**

A "NO" answer to any of the following questions will require that an environmental assessment questionnaire be filled out (a fee is charged for the assessment).

1. Does the proposed parcel map consist of the division of property in urbanized areas zoned for residential, commercial or industrial use into four or fewer parcels?  

YES \_\_\_\_\_ NO \_\_\_\_\_
  
2. Is the proposed parcel map in conformance with the City of Clovis General Plan and Zone Map?  

YES \_\_\_\_\_ NO \_\_\_\_\_
  
3. Is the proposed parcel map in compliance with all development standards of the zoning ordinance requiring no variance deviation?  

YES \_\_\_\_\_ NO \_\_\_\_\_
  
4. Are all services and access to the proposed parcels available and do they meet local standards?  

YES \_\_\_\_\_ NO \_\_\_\_\_
  
5. Has the subject property not been a part of a parcel map division during the last two years?  

YES \_\_\_\_\_ NO \_\_\_\_\_
  
6. Do the proposed parcels have a slope of less than 20%?  

YES \_\_\_\_\_ NO \_\_\_\_\_