



# City of Clovis

Department of Planning and Development Services

CITY HALL · 1033 FIFTH STREET · CLOVIS, CA 93612

## TENTATIVE TRACT 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 TRACT MAP**

**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.
- Copy of the (vesting) tentative tract map.
- 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 tract map.
- Filing fee as listed in the Planning Fee Schedule.
- A copy of any proposed conditions, covenants, and restrictions.
- During the review process, a check for the environmental filing fee to the County Clerk may be required depending upon the level of review.
- 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.

**NOTE:** All tentative tract map exhibits must be fully dimensioned and include lot areas, adjacent lotting and circulation patterns, public right-of-way dedications, notation of existing improvements and landmarks, location and species of existing trees, setback dimensions of any existing structures, cross sections of any special landscape easement or fence treatment, notation of any areas where a greater than six-inch grade differentiation will occur, list of individuals comprising any company or corporation, vicinity map, and legal description of exterior boundary of proposal.

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