



City of Clovis

Department of Planning and Development Services

CITY HALL · 1033 FIFTH STREET · CLOVIS, CA 93612

VARIANCE

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 VARIANCE

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.
- Completed Initial Environmental Study form.
- Completed Findings of Fact sheet.
- Legal Description (**must be submitted in Word format**) and Preliminary Title Report no more than 90 days old that covers the entire property being considered for a variance.
- Filing fee as listed in the Planning Fee Schedule.
- County Assessor's Parcel Map that shows the properties involved outlined in red.
- Site plan and:
 - a. If applicable, floor plans of all proposed buildings, and;
 - b. If applicable, exterior building elevations, and;
- In all cases, a 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. The street address of the property involved, 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, signs, landscaping, and improvements.
 - d. An elevation sketch of all existing and proposed signs, fences, and structures, including dimensions and height above the ground.
 - e. The location of all off-street parking and loading facilities, including driveways, individual parking and loading zones, points of ingress and egress, median strips, and traffic islands.
 - f. Any other information or data that the applicant or Planning Director deems necessary for proper consideration of the application.
- 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.**
 - o Global Climate Change
 - o Air Quality
 - o Traffic
 - o Biological
 - o Cultural Analysis including Cultural Historical Resources Information System (CHRIS) report
 - o Water
 - o Sewer
 - o 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.