



# City of Clovis DEVELOPMENT REVIEW COMMITTEE (DRC) APPLICATION

City Hall, 1033 Fifth Street, Clovis, California 93612 / (559) 324-2340

The Development Review Committee is a pre-application meeting scheduled between developers and City Staff. It is a service provided, without cost, which is intended to encourage discussion on potential development projects. City representatives on the Development Review Committee include representatives from the Fire, Police, Planning, Building, and Public Works Departments, in addition to the Clovis Community Development Agency. The Fresno Metropolitan Flood Control District, as well as other outside agencies, may also be invited to attend the Development Review Committee meeting.

As a general rule, the Development Review Committee meets on Wednesday mornings by appointment only. If you wish to have your proposal reviewed with the Development Review Committee, you should submit one (1) copy of your plans (**preferably .pdf**) and the application form. Your item will be scheduled approximately two weeks from the application date. Please note that the more detailed the submittal the more complete the City's response will be.

A written list of comments will be presented to you at the DRC meeting and development fees may be also requested at that time. Please keep in mind the list of comments is meant to be informational and may not include all requirements for your particular project. The DRC process provides a list of suggestions, which may be in your best interest to help you with a successful project.

NAME: _____
MAILING ADDRESS: _____
CITY: _____ ST: _____ ZIP: _____
PHONE: _____ E-MAIL: _____

PROPERTY OWNER: _____
PROPOSED USE (be specific - use separate sheet if necessary): _____
_____
_____
_____
SIZE OF PROPERTY: _____
ASSESSOR'S PARCEL NUMBER: _____
PROJECT LOCATION: _____

**All submitted plans should try to include the following items:**

1. Scale of drawing (Engineering or Architectural scale).
2. North arrow (pointing to top of paper).
3. Existing uses and structures on the property.
4. Names of adjacent streets.
5. Correct location of property line.
6. If available, one copy of floor plans and elevations.
7. Any existing off-site improvements (i.e. driveway approaches, fire hydrants, etc.).

File No: DRC _____
Date: _____
<b>(OFFICE USE ONLY)</b>

**Should you have any questions, please feel free to contact the Planning Division at (559) 324-2340.**