



City of Clovis

Department of Planning and Development Services

CITY HALL · 1033 FIFTH STREET · CLOVIS, CA 93612

GENERAL PLAN AND SPECIFIC PLAN AMENDMENT

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 GENERAL PLAN AMENDMENT

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;
- One completed copy of an Initial Environmental Study;
- One copy of the County Assessor's Parcel Map that shows the properties involved outlined in red;
- Preliminary Title Report no more than 180 days old that covers the entire project property;
- Filing fee as listed in the Planning Fee Schedule;
- Letter of Justification explaining in detail your request to change the General Plan and/or Specific Plan.
- 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.
 - a. Global Climate Change
 - b. Air Quality
 - c. Traffic
 - d. Biological
 - e. Cultural Analysis including Cultural Historical Resources Information System (CHRIS) report
 - f. Water
 - g. Sewer
 - h. Noise

CONCURRENT PROCESSING REQUIREMENTS

If additional entitlements are being processed concurrently with the General Plan Amendment, a 5% processing fee is attached to the total fee for all applications.

PUBLIC HEARING PROCESS:

In accordance with State law, the City may consider amendments to the General Plan only four times a year. As a result, all amendment applications will be part of an "amendment cycle," for which the public hearing dates will be determined by Planning Staff. Every effort will be made to accommodate project development schedules, however, no guarantees can be made regarding the timeline for consideration.

The applicant or a designated representative is required to appear at each public hearing held before the Planning Commission or City Council. Failure to appear may result in the hearing being continued to later date, or in the rendering of an adverse decision due to insufficient information.

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.