



# City of Clovis

Department of Planning and Development Services

CITY HALL · 1033 FIFTH STREET · CLOVIS, CA 93612

## REZONE / PREZONE

### 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 REZONE

**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 copy of a completed Initial Environmental Study form.
- Legal Description of the **rezone boundary**. Do not submit the legal description for each property individually (must be submitted on disk in MS Word 2000 format).
- Preliminary Title Report no more than 90 days old that covers the entire property being considered for a rezone.
- Digital copy of any exhibits submitted in .JPG or .PDF format.
- Filing fee as listed in the Planning Fee Schedule.
- One (1) copy of the County Assessor's Parcel Map that shows the properties involved outlined in red.
- 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 (Greenhouse Gas)
  - b. Air Quality
  - c. Traffic
  - d. Biological
  - e. Cultural

### PUBLIC HEARING PROCESS:

When considering a change in zoning, the Planning Commission and City Council will consider such factors as:

1. Will the approval of the proposed zone change be in conformance with the adopted General Plan?
2. Will the change in zone be in the interest or furtherance of public health, safety, and general welfare of the community?
3. Will the change in zone and uses permitted adversely affect the adjoining property as to value or precedent, or will it be detrimental to the area?

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.

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