



CITY *of* CLOVIS

PLANNING & DEVELOPMENT

1033 FIFTH STREET • CLOVIS, CA 93612

INSTRUCTIONS FOR COMPLETING THE PLOT PLAN FORM

Please provide the information needed in an as clear and legible manner as possible.
(Attached is a completed plot plan example for you to use as a guide.)

Have the following information represented within the Plot Plan (Side B):

1. All information provided **MUST BE TO SCALE**. The scale must be indicated in the bottom-right corner. The scale used shall be the largest possible but still allow the entire parcel to be shown on the page.
2. Provide a North Arrow on the bottom-right corner.
3. Show and label the street(s) and the property configuration.
4. Provide the proposed project(s) and ALL existing buildings, AC Condensing Units, and structures on the property (i.e., swimming pools, shade structures, patios, gazebos, storage sheds, shops, wells, fountains, ponds, fire pits, etc.).
5. Provide accurate dimensions from the proposed project(s) to property lines and nearest structures.
6. Provide all utilities (i.e., electrical, gas, water, etc.), sewer, drainage, and access utility easements on the plot plan.
7. Provide and label the tie-ins' proposed location or connections to the existing electrical, gas, waste, and water systems (as applicable).
8. **DO NOT place any construction drawings or construction details on the plot plan.**

This plot plan is a permanent record and will be kept with the permit application.

Permit approval is required from various City departments. Please fill in the plot plan form (Side A and B) with the required information. If it becomes necessary to change the information supplied in the Plot Plan Form or on the permit, submit the changes to the Building Division for the necessary reviews and approvals before the building permit is issued.

False information or drawings that do not truly represent site conditions on the property will invalidate permit approvals, the permits, and the project. If a plot plan is identified as not reflecting actual conditions at the project site, a "**NOTICE TO STOP WORK**" will be issued until the plot plan is corrected and approved by the Planning Division.