



# City of Clovis

## Department of Planning and Development Services

CITY HALL · 1033 FIFTH STREET · CLOVIS, CA 93612

### PARCEL MAP EXEMPT AND LOT LINE ADJUSTMENTS

#### INSTRUCTIONS TO APPLICANT

- A. The creation of parcels for purpose other than sale, lease, or financing are exempt from the provisions of the City of Clovis Parcel Map Ordinance. An example of an exempt situation is:
1. The conveyance of a portion of one's ownership for gift purposes free of any monetary consideration.
- B. Transactions involving the transference of land without the creation of a new parcel requires approval by the Clovis Planning Director.
1. The conveyance of a portion of one's ownership to an adjacent property owner which represents an adjustment of boundaries.

In order to ensure that such transactions will create legal building sites and to assist in the procurement of building permits, an application for Parcel Map/Exempt should be filed with the Planning Department.

The attached application forms (Application for Parcel Map Exempt/Lot Line Adjustment, and City of Clovis Planning Application) must be filled out completely to include the names, addresses, signatures, and contact information of all the persons involved in the transaction. There is a filing fee as established by the City Council.

Along with the applications, a map showing the proposed transaction must be provided. The map **must** include the following information, when applicable:

- The boundary lines and dimensions of the original parcels;
- The proposed division lines, dimensions and area of each parcel created, or the proposed change of boundary lines;
- The identification of each parcel with a number or letter;
- All existing building, structures, wells, septic tanks, and leaching fields within 100 feet of all existing or proposed boundary lines with their major exterior dimensions and distances from boundary lines;
- The location and widths of any abutting public road right-of-way or private road easements;
- The north point and scale;
- A designation of which parcel each person will receive;
- A Preliminary Title Report not over 30 days old, including all property included in adjustment;
- Legal descriptions and closure calculations of all property before adjustment, and legal descriptions and closure calculations of all property after adjustment;
- A grant deed reflecting the lot line adjustment as per section 66412 (d) of the subdivision map act. A record of survey may also be required as applicable.

Definitions:

- a. **Lot Line Adjustment Minor** – The merger of not more than two adjoining parcels into one parcel, or an adjustment of one parcel line between two adjoining parcels.
- b. **Lot Line Adjustment Major** – The merger or adjustment between four or fewer existing adjoining parcels, where land is taken from one parcel and added to an adjoining parcel and where a greater number of parcels than originally existed is not thereby created.

***Questions regarding this or any other planning application should be directed to Planning Division Staff at (559) 324-2340.***



# City of Clovis PLANNING APPLICATION

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

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Dept. File No(s): \_\_\_\_\_

RHNA Site: \_\_\_\_\_

Please indicate to whom all correspondence is to be sent by checking the relevant box(es).

**Applicant** \_\_\_\_\_

Contact Name and Email: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

**Representative (if any)** \_\_\_\_\_

Contact Name and Email: \_\_\_\_\_

Representative's Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

**Property Owner (if other than applicant)** \_\_\_\_\_

Contact Name and Email: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Description of Request (*please be specific*): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DRC File No.: DRC-\_\_\_\_\_ Project Location: \_\_\_\_\_

Current General Plan Designation: \_\_\_\_\_ Current Zone District: \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

**Please check all for which you are applying:**

- Preliminary Application for Housing Development Project
- Administrative Use Permit
- Annexation/ Reorganization
- Conditional Use Permit
- Environmental Assessment
- General Plan Amendment
- Lot Line Adjustment
- Minor Adjustment
- Minor Deviation
- Multifamily Residential Design Review
- Ordinance Amendment
- Parcel Map -Standard
- Parcel Map -SB9
- Planned Development Permit
- Rezone/ Prezone
- RHNA Project Plan Review
- Site Plan Review
- Site Plan Review Amendment
- Residential Site Plan Review
- Residential Site Plan Review Amendment
- Temporary Use Permit
- Tract Map
- Variance

**APPLICANT:** I have reviewed this completed application and the attached material. The information provided is accurate. I understand the City might not approve this request, or might set conditions of approval.

\_\_\_\_\_  
Print Name Signature Date

**REPRESENTATIVE (if any):** I have reviewed this completed application and the attached material. The information provided is accurate. I understand the City might not approve this request, or might set conditions of approval.

\_\_\_\_\_  
Print Name Signature Date

**PROPERTY OWNER/AUTHORIZED AGENT (if other than applicant):** As property owner, I have read this completed application and consent to its filing. As an authorized agent, I certify that I have signatory authority on behalf of the property owner agency/entity.

\_\_\_\_\_  
Print Name Signature Date



WHEN RECORDED RETURN TO:  
CITY OF CLOVIS PLANNING & DEVELOPMENT SERVICES DEPARTMENT  
PLANNING DIVISION, 1033 FIFTH STREET, CLOVIS, CA 93612/ 559-324-2340

APPLICATION FOR PARCEL MAP EXEMPT / (LOT LINE ADJUSTMENT)

Legal description of all existing parcels involved before adjustment: (Describe separately; use number designations. Attach additional printed or typed sheets, if needed. Copies of Deeds, reports, etc. are **NOT** acceptable.)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

Existing Assessors Parcel Numbers 1 \_\_\_\_\_ 2 \_\_\_\_\_

Legal description of all proposed parcels involved after adjustment: (Describe separately; use letter designations. Attach additional printed or typed sheets if needed.)

- A. \_\_\_\_\_
- B. \_\_\_\_\_

Area of each existing parcel 1 \_\_\_\_\_ 2 \_\_\_\_\_

Area of each proposed parcel A \_\_\_\_\_ B \_\_\_\_\_

Existing use of each parcel \_\_\_\_\_

Existing zone of each parcel \_\_\_\_\_

Principal reason for requesting adjustment \_\_\_\_\_

ATTACH A SEPARATE SHEET WITH A PLOT PLAN SHOWING ALL THE REQUIRED INFORMATION. A TOTAL OF FIVE (5) COPIES OF THIS PLOT PLAN ARE REQUIRED.

Names, addresses and signatures of all property owners involved in this proposed transaction.

Owner: \_\_\_\_\_ Owner: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_ City, State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Person preparing map \_\_\_\_\_

Address: \_\_\_\_\_ City, State & Zip \_\_\_\_\_

Signature: \_\_\_\_\_

NOTE: This approval is based on submitted date only. Conditions affecting the property which do not appear on this application may void this approval. The creation of new parcels or the merging of existing parcels requires a parcel map, to the requirements of the California Map Act and the Clovis Zoning Ordinance.

This item shall be recorded within 30 days of the approval date or the lot line adjustment will become null and void. The lot line adjustment shall be reflected in the deed for the property and a copy of the recorded deed shall be submitted to the Planning Division.

**FOR OFFICE USE ONLY**

Lot Line Adjustment; Parcel Map Exempt number: PME \_\_\_\_\_

Date received: \_\_\_\_\_ Received by: \_\_\_\_\_ Fee: \_\_\_\_\_ Receipt #: \_\_\_\_\_

THIS CERTIFIES THAT THE PARCELS DESCRIBED ABOVE AND SHOWN ON THE ATTACHED PLOT PLAN COMPLY WITH THE PROPERTY DEVELOPMENT STANDARDS OR THE \_\_\_\_\_ ZONE DISTRICT WHICH PRESENTLY APPLIES TO THE SUBJECT PROPERTY AND THE REQUIREMENTS OF THE SUBDIVISION MAP ACT OF CALIFORNIA.

APPROVED BY PLANNING AND DEVELOPMENT SERVICES \_\_\_\_\_ DATE: \_\_\_\_\_



CITY of CLOVIS

# City of Clovis Planning Division FEE SCHEDULE

The following are the fees to be paid when filing an application with the City of Clovis Planning Division. The fee must accompany the application. Once an application is accepted, refunds and/or withdrawals shall be processed in accordance with Development Code Section 9.50.070.

Effective Date: July 10, 2023 (Adopted on May 8, 2023 by City Council Resolution 23-35)

| ENTITLEMENT   | FEE                                   |
|---|---------------------------------------|
| <b>ABANDONMENT</b>  |                                       |
| Abandonment (Summary)   | \$1,067                               |
| Abandonment of Right-of-Way   | \$1,691                               |
| <b>AMENDMENTS</b>   |                                       |
| General Plan Amendment  | \$13,560 + \$55/Acre                  |
| Ordinance Amendment   | \$6,246                               |
| <b>ANNEXATION/ REORGANIZATION</b> Does not include LAFCo Fees   |                                       |
| Sphere of Influence Expansion   | \$23,633 + \$119/Acre                 |
| Annexation/ Reorganization  | \$23,633 + \$119/Acre                 |
| Agricultural Preserve Annexation (In addition to Annexation Fee)  | \$7,496 + \$119/Acre                  |
| <b>APPEALS</b>  |                                       |
| Appeal requiring a City Council Hearing   | \$1,691                               |
| Appeal requiring a Planning Commission Hearing  | \$3,201                               |
| <b>ENVIRONMENTAL ASSESSMENT</b>   |                                       |
| Not part of any other application (The normal cost of environmental assessments, except EIRs is included in the various application fees) |                                       |
| EIR or EA by Consultant hired by the City   | Cost + 15% (\$10,000 Initial Deposit) |
| Categorical Exemption   | \$1,119                               |
| Negative Declaration  | \$4,241                               |
| Mitigated Negative Declaration  | \$5,205                               |
| NEPA Compliance   | Actual Cost                           |
| <b>HOME OCCUPATION PERMIT</b>   |                                       |
| Small Home Occupation Permit  | \$145                                 |
| Large Home Occupation Permit  | \$250                                 |
| <b>MISCELLANEOUS</b>  |                                       |
| Adult Oriented Business Permit  | \$8,068                               |
| Rear Yard Encroachment Permit   | \$228                                 |
| Staff Research & Document Preparation (Deferment Agreements, Zoning Confirmations, etc)   | \$145/hr (1 Hr. Min.)                 |
| Determination of Use  | \$4,710                               |
| Redistribution Fee (Within the commenting period)   | \$145                                 |
| Redistribution Fee (After the commenting period)  | \$364                                 |
| Sidewalk Permit (Contact the Economic Development Department for more information)  | \$70                                  |
| <b>RESIDENTIAL SITE PLAN REVIEW</b>   |                                       |
| Residential Site Plan Review, Single Family Residential, Subdivision  | \$4,788 + 60/ Building Permit         |
| Residential Site Plan Review, Single Family Residential Amendments, Individual Lot  | \$910                                 |
| <b>SIGN REVIEW</b>  |                                       |
| Sign Review   | \$325 + \$20/Sign                     |
| Sign Review (Subdivision)   | \$675 + \$20/Sign                     |
| Sign Review Amendment   | 1/2 base fee                          |

**SITE PLAN REVIEW**

|   |                     |              |
|---|---------------------|--------------|
| Site Plan Review, Non-Residential   | \$5,959             | + \$119/Acre |
| Site Plan Review, Non-Residential (Requiring Planning Commission hearing)         | \$10,072            | + \$119/Acre |
| Site Plan Review, 1-4 Multifamily Units   | \$4,294             | + \$55/Unit  |
| Site Plan Review, Multifamily Residential 5+ Units                                | \$5,960             | + \$55/Unit  |
| Site Plan Review, Multifamily Residential (Requiring Planning Commission hearing) | \$10,072            | + \$55/Unit  |
| Site Plan Review, Amendment   | 1/2 Established Fee |              |
| Site Plan Review, Exterior Amendment/ Amendments to Conditions                    | \$1,404             |              |

**MULTIFAMILY DESIGN REVIEW (Objective Standards)**

|   |                     |             |
|---|---------------------|-------------|
| Multifamily Residential Design Review (1-4 Multifamily Units) | \$4,294             | + \$55/Unit |
| Multifamily Residential Design Review (5+ Multifamily Units)  | \$5,959             | + \$55/Unit |
| Multifamily Design Review Amendment                           | 1/2 Established Fee |             |

**SUBDIVISIONS**

|   |                     |                    |
|---|---------------------|--------------------|
| Lot Line Adjustment- Minor (Involves one lot line)  | \$1,145             |                    |
| <b>Lot Line Adjustment- Major (Involves multiple lot lines)</b>   | <b>\$1,613</b>      |                    |
| Tentative Parcel Maps   | \$7,131             |                    |
| SB9 - Tentative Parcel Maps   | \$6,350             |                    |
| Final Parcel Maps   | \$2,238             | + \$55/Lot or Unit |
| SB9 - Final Parcel Maps   | \$2,160             | + \$55/Lot or Unit |
| Tentative Tract Map, Planning Commission  | \$11,530            | + \$55/Lot or Unit |
| Tentative Tract Map, Planning Commission & City Council   | \$14,028            | + \$55/Lot or Unit |
| Final Tract Map   | \$3,227             | + \$30/Lot or Unit |
| Tentative Tract Map- Amendment/ Amendment to Conditions   | 1/2 Base Fee        |                    |
| Refiling of an Expired Tentative Tract Map (Request can incorporate no changes to the approved map and must be filed within 6 months of expiration) | 1/2 Established Fee |                    |

**USE PERMITS**

|  |          |                    |
|--|----------|--------------------|
| Administrative Use Permit                                    | \$1,717  |                    |
| Conditional Use Permit                                       | \$7,990  |                    |
| Conditional Use Permit, requiring City Council Hearing       | \$9,760  |                    |
| Office & Business Campus PUD                                 | \$10,540 | + \$35/Lot or Unit |
| Planned Development Permit (Residential and Non-Residential) | \$10,540 | + \$35/Lot or Unit |
| Conditional Use Permit, Amendment                            | \$6,168  |                    |
| Conditional Use Permit, Extension                            | \$2,602  |                    |
| Temporary Use Permit   | \$494    |                    |

**VARIANCE**

|                           |         |  |
|---------------------------|---------|--|
| Single Family Residential | \$5,153 |  |
| All Other Variances       | \$7,860 |  |
| Minor Deviation           | \$858   |  |
| Minor Adjustment- Signs   | \$1,040 |  |

**ZONING**

|  |              |             |
|--|--------------|-------------|
| Single Family Rezone/ Prezone  | \$13,586     | + \$55/Acre |
| Rezone/ Prezone other than Single Family & PCC                               | \$13,586     | + \$55/Acre |
| Planned Commercial Center (PCC) Rezone/ Prezone                              | \$15,408     | + \$55/Acre |
| Planned Commercial Center (PCC) Rezone, Amendments/ Amendments to Conditions | 1/2 Base Fee |             |
| Mixed Use Zone   | \$15,408     | + \$55/Acre |
| Master Plan Community Overlay District                                       | \$18,635     | + \$55/Acre |
| Master Plan Community Overlay District Amendments- Minor Amendment           | \$1,404      |             |
| Master Plan Community Overlay District Amendments- Major Amendment           | 1/2 Base Fee |             |

Planning and Development Services - Planning Division  
1033 Fifth Street, Clovis CA  
559-324-2340

<https://cityofclovis.com/planning-and-development/planning/applications-and-fees/>



# CITY OF CLOVIS

Department of Planning and Development Services  
CITY HALL · 1033 FIFTH STREET · CLOVIS, CA 93612

## Property Owner Consent

If the applicant is not the owner of the property involved, the City requires that a Property Owner Consent form be submitted with the application. Should more than one property owner be involved, then a separate consent form shall be submitted for each property owner.

Date: \_\_\_\_\_

Planning Division  
City of Clovis  
1033 Fifth Street  
Clovis, CA 93612

**Subject: Authorization to Process an Entitlement**

Dear Planning Division,

I, (print name) \_\_\_\_\_,

property owner of (address/location) \_\_\_\_\_,

do authorize \_\_\_\_\_,

to submit an application for a (list all application types) \_\_\_\_\_,

of which my property is a part thereof.

\_\_\_\_\_  
Property Owner