



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
ABANDONMENT	
Abandonment (Summary)	\$1,067
Abandonment of Right-of-Way	\$1,691
AMENDMENTS	
General Plan Amendment	\$13,560 + \$55/Acre
Ordinance Amendment	\$6,246
ANNEXATION/ REORGANIZATION 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
APPEALS	
Appeal requiring a City Council Hearing	\$1,691
Appeal requiring a Planning Commission Hearing	\$3,201
ENVIRONMENTAL ASSESSMENT	
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
HOME OCCUPATION PERMIT	
Small Home Occupation Permit	\$145
Large Home Occupation Permit	\$250
MISCELLANEOUS	
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
RESIDENTIAL SITE PLAN REVIEW	
Residential Site Plan Review, Single Family Residential, Subdivision	\$4,788 + 60/ Building Permit
Residential Site Plan Review, Single Family Residential Amendments, Individual Lot	\$910
SIGN REVIEW	
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	
Lot Line Adjustment- Major (Involves multiple lot lines)	\$1,613	
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

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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