



# City of Clovis

Department of Planning and Development Services

CITY HALL · 1033 FIFTH STREET · CLOVIS, CA 93612

## SITE PLAN REVIEW AND AMENDMENTS

### 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. **Please complete the checklist below and submit with your application.**

#### **MATERIALS REQUIRED FOR SUBMISSION OF A SITE PLAN REVIEW** **ALL DOCUMENTS SHALL BE FILED IN ELECTRONIC PDF FORMAT**

- Completed City of Clovis Planning Division Master Application;
- Property Owner Consent form signed by the current property owner if not the same as the applicant;
- Preliminary Title Report no more than 30 days old that covers the entire property being considered. A Grant Deed may substitute for amendments;
- Site plan;
- Floor plans of all proposed buildings;
- All exterior elevations for all buildings;
- Recent photographs of the building(s) (for SPR Amendments);
- Preliminary landscape plans for all proposed and/or modified landscape areas;
- Color renderings and/or photo of materials board for building elevations;
- Filing fee as listed in the Planning Fee Schedule;
- County Assessor's Parcel Map showing the properties involved outlined in red;
- In all cases, the site plan for the project will be required and must include, but not necessarily be limited to, the following:
  - a. The scale of the drawing and north indicator
  - b. Adjacent streets and other landmarks to assist in locating the property, distance and direction from the nearest street intersection, and any other identifiable features
  - c. The location of all existing and proposed uses, structures, fences, walls, signs, landscaping, setbacks, and improvements
  - d. The location of all off-street parking and loading facilities, including driveways, individual parking and loading zones, number of stalls and dimensions, internal circulation, points of ingress and egress, median strips, and traffic islands
  - e. Any other information or data that the applicant or Planning Director deems necessary for proper consideration of the application
  - f. Show on the exterior elevations, the locations and sizes of all proposed roof-mounted equipment and materials, providing specifications proposed to screen the equipment
- Staff may require other materials as needed.

All plans or exhibits to be filed shall be drawn and dimensioned to a reasonable scale in a legible fashion.

## **APPEALS:**

The approval of a Site Plan Review application, including the conditions of approval, may be appealed to the City of Clovis Planning Commission by any interested party. Any appeal to the Planning Commission must be made in writing setting forth the reasons for such appeal and submitted to the Planning Division with the filing fee (as listed in the most current Planning Fee Schedule) within fifteen (15) days of the date of approval. Appeals will be accepted and processed pursuant to Chapter 9.90 of the Clovis Development Code. The City cannot issue a building permit or other site development permit prior to the expiration of the appeal period.

***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 \_\_\_\_\_



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
<b>Site Plan Review, Amendment</b>	<b>1/2 Established Fee</b>	
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

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