



# City of Clovis

## Department of Planning and Development Services

CITY HALL · 1033 FIFTH STREET · CLOVIS, CA 93612

### TENTATIVE TRACT MAP

#### 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 TENTATIVE TRACT MAP**

**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;
- The (vesting) tentative tract map;
- Legal Description (**submitted in MS Word format**) and Preliminary Title Report no more than 30 days old that covers the entire property being considered for a tentative tract map;
- Filing fees and environmental assessment fee as listed in the Planning Fee Schedule;
- Any proposed conditions, covenants, and restrictions;
- 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.**
  - Greenhouse Gas/Air Quality
  - Traffic
  - Biological
  - Cultural Analysis including Cultural Historical Resources Information System (CHRIS) report
  - Water
  - Sewer
  - Noise
  - Vehicle-Miles-Traveled
- Staff may require other materials as needed.

#### **NOTE:**

All tentative tract map exhibits must be fully dimensioned and include lot areas, adjacent lotting and circulation patterns, public right-of-way dedications, notation of existing improvements and landmarks, location and species of existing trees, setback dimensions of any existing structures, cross sections of any special landscape easement or fence treatment, notation of any areas where a greater than six-inch grade differentiation will occur, list of individuals comprising any company or corporation, vicinity map, and legal description of exterior boundary of proposal.

## **PUBLIC HEARING:**

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 a later date, or in the rendering of an adverse decision due to insufficient information.

## **APPEALS:**

The approval of a tentative tract map application, including the conditions of approval, may be appealed to the City of Clovis City Council by any interested party. Any appeal to the City Council 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.

***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
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
<b>Tentative Tract Map, Planning Commission</b>	<b>\$11,530</b>	<b>+ \$55/Lot or Unit</b>
<b>Tentative Tract Map, Planning Commission &amp; City Council</b>	<b>\$14,028</b>	<b>+ \$55/Lot or Unit</b>
<b>Final Tract Map</b>	<b>\$3,227</b>	<b>+ \$30/Lot or Unit</b>
<b>Tentative Tract Map- Amendment/ Amendment to Conditions</b>	<b>1/2 Base Fee</b>	
<b>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)</b>	<b>1/2 Established Fee</b>	

**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