



# City of Clovis

Department of Planning and Development Services

CITY HALL · 1033 FIFTH STREET · CLOVIS, CA 93612

## ANNEXATION/REORGANIZATION

### 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 AN ANNEXATION/REORGANIZATION**

**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 for an annexation;
- LAFCo consent forms signed by the property owners (PDF copies and originals);
- Legal Description (**submitted in Word format**) and Map for area being annexed;
- List of assessor parcel numbers within the proposed annexation/reorganization boundary;
- Tentative tract map, site plan, or plot plan;
- Concurrent filing of rezoning application for all parcels to be annexed;
- Exhibit showing proposed rezoning on all parcels to be annexed;
- Filing fees and environmental assessment fee as listed in the Planning Fee Schedule;
- Staff may require other materials as needed.

#### **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.

***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: September 3, 2024 (Adopted on July 1, 2024 by City Council Resolution 24-79)

ENTITLEMENT	FEE
<b>ABANDONMENT</b>	
Abandonment (Summary)	\$1,110
Abandonment of Right-of-Way	\$1,760
<b>AMENDMENTS</b>	
General Plan Amendment	\$14,116 + \$55/Acre
Ordinance Amendment	\$6,502
<b>ANNEXATION/ REORGANIZATION</b> Does not include LAFCo Fees	
Sphere of Influence Expansion	\$24,602 + \$119/Acre
<b>Annexation/ Reorganization</b>	<b>\$24,602 + \$119/Acre</b>
Willow Corridor Annexation Fair Share Cost Recovery- Site Specific Development	\$174 Per Acre
Agricultural Preserve Annexation (In addition to Annexation Fee)	\$7,803 + \$119/Acre
<b>APPEALS</b>	
Appeal requiring a City Council Hearing	\$1,760
Appeal requiring a Planning Commission Hearing	\$3,332
<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	\$1,214
Negative Declaration	\$4,465
Mitigated Negative Declaration	\$5,468
NEPA Compliance	Actual Cost
<b>HOME OCCUPATION PERMIT</b>	
Small Home Occupation Permit	\$150
Large Home Occupation Permit	\$260
<b>MISCELANEOUS</b>	
Adult Oriented Business Permit	\$8,398
Rear Yard Encroachment Permit	\$237
Staff Research & Document Preparation (Deferment Agreements, Zoning Confirmations, etc)	\$150/hr (1 Hr. Min.)
Determination of Use	\$4,904
Redistribution Fee (Within the commenting period)	\$150
Redistribution Fee (After the commenting period)	\$379
Sidewalk Permit (Contact the Economic Development Department for more information)	\$72
<b>RESIDENTIAL SITE PLAN REVIEW</b>	
Residential Site Plan Review, Single Family Residential, Subdivision	\$4,985 + 60/ Building Permit
Residential Site Plan Review, Single Family Residential Amendments, Individual Lot	\$947
<b>SIGN REVIEW</b>	
Sign Review	\$338 + \$20/Sign
Sign Review (Subdivision)	\$703 + \$20/Sign
Sign Review Amendment	1/2 Base Fee

**SITE PLAN REVIEW**

Site Plan Review, Non-Residential	\$6,204	+ \$119/Acre
Site Plan Review, Non-Residential (Requiring Planning Commission hearing)	\$10,485	+ \$119/Acre
Site Plan Review, 1-4 Multifamily Units	\$4,470	+ \$55/Unit
Site Plan Review, Multifamily Residential 5+ Units	\$6,204	+ \$55/Unit
Site Plan Review, Multifamily Residential (Requiring Planning Commission hearing)	\$10,485	+ \$55/Unit
Site Plan Review, Amendment	1/2 Established Fee	
Site Plan Review, Exterior Amendment/ Amendments to Conditions	\$1,462	

**MULTIFAMILY DESIGN REVIEW (Objective Standards)**

Multifamily Residential Design Review (1-4 Multifamily Units)	\$4,470	+ \$55/Unit
Multifamily Residential Design Review (5+ Multifamily Units)	\$6,204	+ \$55/Unit
Multifamily Design Review Amendment	1/2 Established Fee	

**SUBDIVISIONS**

Lot Line Adjustment- Minor (Involves one lot line)	\$1,191	
Lot Line Adjustment- Major (Involves multiple lot lines)	\$1,679	
Tentative Parcel Maps	\$7,424	
SB9 - Tentative Parcel Maps	\$6,610	
Final Parcel Maps	\$2,329	+ \$55/Lot or Unit
SB9 - Final Parcel Maps	\$2,248	+ \$55/Lot or Unit
Tentative Tract Map, Planning Commission	\$12,002	+ \$55/Lot or Unit
Tentative Tract Map, Planning Commission & City Council	\$14,604	+ \$55/Lot or Unit
Final Tract Map	\$3,359	+ \$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	\$1,787	
Conditional Use Permit	\$8,317	
Conditional Use Permit, requiring City Council Hearing	\$10,160	
Office & Business Campus PUD	\$10,973	+ \$35/Lot or Unit
Planned Development Permit (Residential and Non-Residential)	\$10,973	+ \$35/Lot or Unit
Conditional Use Permit, Major Amendment	\$6,421	
Conditional Use Permit, Minor Amendment/ Extension	\$3,494	
Temporary Use Permit	\$514	

**VARIANCE**

Single Family Residential	\$5,364	
All Other Variances	\$8,182	
Minor Deviation	\$893	
Minor Adjustment- Signs	\$1,082	

**ZONING**

Single Family Rezone/ Prezone	\$14,143	+ \$55/Acre
Rezone/ Prezone other than Single Family & PCC	\$14,143	+ \$55/Acre
Planned Commercial Center (PCC) Rezone/ Prezone	\$16,040	+ \$55/Acre
Planned Commercial Center (PCC) Rezone, Amendments/ Amendments to Conditions	1/2 Base Fee	
Mixed Use Zone	\$16,040	+ \$55/Acre
Master Plan Community Overlay District	\$19,400	+ \$55/Acre
Master Plan Community Overlay District Amendments- Minor Amendment	\$1,462	
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/>

**Fresno Local Agency Formation Commission  
Landowner Consent Form**

Name of Proposal: \_\_\_\_\_

Location of Proposal: \_\_\_\_\_

Annex To: \_\_\_\_\_

Detach From: \_\_\_\_\_

Each of the undersigned represents that they are a Landowner residing within the property described opposite their name and located within the territory described in the attached legal description, and hereby consent to the change of organization or reorganization as described above.

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_ **APN:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_ **APN:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_ **APN:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_ **APN:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_ **APN:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The legal description of the territory proposed for change of organization or reorganization must be attached at the time consent is signed. Each individual listed as a landowner must sign for the subject parcel(s). A current Assessor Parcel Number (APN) that may be obtained from your tax statement is sufficient to describe the property location.

Note: If you are an applicant for, or a participant in any proceedings on the agenda and have made a campaign contribution of \$250 or more to or for any of the Commission members, state law provides for disqualification of Commissioner voting, or even prohibition of such gifts. These restrictions also apply to agents of applications or participants. Please consult with the Commission staff as to the requirements of the Political Reform Act (Government Code Section 84308).

Reference: Section 56837 Govt. Code.