



City of Clovis

Department of Planning and Development Services

CITY HALL · 1033 FIFTH STREET · CLOVIS, CA 93612

MINOR ADJUSTMENT (SIGNAGE STANDARDS DEVIATION)

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 MINOR ADJUSTMENT

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;
- Filing fee as listed in the Planning Fee Schedule;
- County Assessor's Parcel Map that shows the properties involved outlined in red;
- Site Plan and exterior building elevations;
- Staff may require other materials as needed.

APPEALS:

The approval of a minor adjustment 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: September 3, 2024 (Adopted on July 1, 2024 by City Council Resolution 24-79)

| ENTITLEMENT | FEE |
|---|---------------------------------------|
| ABANDONMENT | |
| Abandonment (Summary) | \$1,110 |
| Abandonment of Right-of-Way | \$1,760 |
| AMENDMENTS | |
| General Plan Amendment | \$14,116 + \$55/Acre |
| Ordinance Amendment | \$6,502 |
| ANNEXATION/ REORGANIZATION Does not include LAFCo Fees | |
| Sphere of Influence Expansion | \$24,602 + \$119/Acre |
| Annexation/ Reorganization | \$24,602 + \$119/Acre |
| 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 |
| APPEALS | |
| Appeal requiring a City Council Hearing | \$1,760 |
| Appeal requiring a Planning Commission Hearing | \$3,332 |
| 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 | \$1,214 |
| Negative Declaration | \$4,465 |
| Mitigated Negative Declaration | \$5,468 |
| NEPA Compliance | Actual Cost |
| HOME OCCUPATION PERMIT | |
| Small Home Occupation Permit | \$150 |
| Large Home Occupation Permit | \$260 |
| MISCELANEOUS | |
| 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 |
| RESIDENTIAL SITE PLAN REVIEW | |
| Residential Site Plan Review, Single Family Residential, Subdivision | \$4,985 + 60/ Building Permit |
| Residential Site Plan Review, Single Family Residential Amendments, Individual Lot | \$947 |
| SIGN REVIEW | |
| 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/>



CITY OF CLOVIS

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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