



City of Clovis

Department of Planning and Development Services

CITY HALL · 1033 FIFTH STREET · CLOVIS, CA 93612

REGIONAL HOUSING NEEDS ASSESSMENT (RHNA) DEVELOPMENT REVIEW

INSTRUCTIONS TO APPLICANT

State Law requires that applications for projects under the RHNA overlay zone be filed for Planning Division review prior to construction for all multi-residential proposals utilizing the RHNA overlay development standards. The applicant must complete the necessary forms and submit all required information and exhibits before the Planning Division can accept the application for processing and consideration of the ability to serve the Project. Applications will be processed as quickly as possible. Applicants will be notified of the dates and times established for any relevant pre-submittal meetings. **Please complete the checklist below and submit with your application.**

MATERIALS REQUIRED FOR SUBMISSION OF A RHNA DEVELOPMENT 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;
- Project plans/diagram, as described below;
- Floor plans of all proposed buildings;
- All exterior elevations for all buildings;
- Recent photographs of existing building(s), if applicable;
- Preliminary landscape plans for all proposed and/or modified landscape areas;
- Color rendering 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, a map/diagram of the project, similar to a site plan, must be included. The diagram (site plan) must include, but is not necessarily 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. Show on the exterior elevations, the locations and sizes of all proposed roof-mounted equipment and materials, providing specifications proposed to screen the equipment
 - f. Any other information or data that the applicant or Planning Director deems necessary for proper consideration of the application
- Staff may require other materials as needed.

Review of the Project will be limited to compliance with applicable Federal, State and local requirements. Comments from internal and external agencies shall be limited to an ability to serve or inability to serve the Project. Conditions of Approval will be standard conditions applicable to all multiple-family projects. If all standards are met and the Applicant can demonstrate that it will be able to satisfy the standard conditions of approval, the Director will notify the Building Official and the Building Official will be authorized to issue a building permit in the ordinary course of business upon approval of construction plans.

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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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