



# City of Clovis

## Department of Planning and Development Services

CITY HALL · 1033 FIFTH STREET · CLOVIS, CA 93612

### SENATE BILL 9 (SB-9) TENTATIVE PARCEL 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 PARCEL 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;
- Completed SB-9 Lot Split Checklist;
- Affidavit of property owner intent to occupy one of the housing units as principal residence for a minimum of three (3) years from date of approval, if applicable;
- Legal Description (**submitted in Word format**) and Preliminary Title Report no more than 30 days old that covers the entire property being considered for a tentative parcel map;
- Filing fee as listed in the Planning Fee Schedule;
- For land not presently incorporated, submission of a completed application for annexation to the office of Planning & Development Services;
- Assessor's Parcel Map shall be submitted showing the subject parcel outlined in red;
- Tentative Parcel Map prepared in accordance with Section 9.104.050 of the Clovis Municipal Code. The parcel map exhibit shall show the following:
  - Name, address and phone number of owner and name, address and phone number of person preparing map;
  - Legal description of property and Letter designation of each parcel;
  - Exact acreage of each parcel;
  - North Arrow and scale and City limits of Clovis;
  - Legend showing monuments found and accepted or made reference to and method of establishment of all lines and corners shown; and
  - Show the following when located within 100 feet of property lines:
    - Street and alley rights-of-way and Railroad rights-of-way, natural watercourses, canals, ditches, and irrigation lines;
    - All existing buildings with exterior dimensions, structures and dimensions to existing boundary lines and dimensions to proposed boundary lines;
    - Trees, orchards, vineyards fences, etc., telephone and power poles and utility easements, as well as existing and proposed water wells, septic sewer systems, and leaching fields;
    - Existing street improvements, curbs, gutters, sidewalks, paving limits, header boards, drive approaches, streetlights, fire hydrants, etc.
- Staff may require other materials as needed.

**Questions regarding this or any other planning application should be directed to Planning Division Staff at (559) 324-2340.**

City Manager (559) 324-2060 · Community Services 324-2750 · Finance 324-2101 · Fire 324-2200  
General Services 324-2735 · Planning & Development Services 324-2340 · Police 324-2400 ·  
Public Utilities 324-2600



# 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
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
<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	
<b>SB9 - Tentative Parcel Maps</b>	<b>\$6,610</b>	
Final Parcel Maps	\$2,329	+ \$55/Lot or Unit
<b>SB9 - Final Parcel Maps</b>	<b>\$2,248</b>	<b>+ \$55/Lot or Unit</b>
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	



# 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

# **AFFIDAVIT FOR ENTITY APPLICANT**

**City of Clovis**  
**Senate Bill 9 (SB-9) Lot Split Affidavit - Entity Applicant**

I, the undersigned, hereby certify that I am a [partner, corporate officer, member, owner, etc.] of [\_\_\_\_\_] ("Applicant") and I have the authority to act on behalf of and bind the Applicant and execute this affidavit as required by Government Code section 66411.7, subd. (g)(1).

**EXISTING HOUSE TO REMAIN:**

The undersigned Applicant has applied for an SB-9 lot split pursuant to Government Code section 66411.7. As required by Government Code section 66411.7, subd. (g)(1), I hereby declare my intent to occupy one of the existing housing units on the property identified below as my principal residence for a minimum of three (3) years from the date of the approval of the SB-9 lot split.

The undersigned declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct. Executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, California.

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Name of Applicant \_\_\_\_\_ Address of Proposed Lot Split \_\_\_\_\_

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Name of Applicant's Authorized Representative \_\_\_\_\_ Assessor's Parcel Number \_\_\_\_\_

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Signature of Applicant's Authorized Representative \_\_\_\_\_

**NO EXISTING HOUSE/DEMOLISH EXISTING HOUSE AT TIME OF SB-9 LOT SPLIT:**

The undersigned Applicants have applied for an SB-9 lot split pursuant to Government Code section 66411.7, and hereby declare that at the time of the SB-9 lot split application no housing unit currently exists on the property or no existing housing unit on the property will be available for occupancy as a principal residence at the time of approval of the SB-9 lot split. Accordingly, as required by Government Code section 66411.7, subd. (g)(1), the Applicants declare that they intend for at least one principal of the Applicants to occupy a new housing unit completed on either lot after the approval of the SB-9 lot split for a minimum of three (3) years from the date of the final approval of occupancy of a new housing unit completed on either lot after the approval of the SB-9 lot split.

The undersigned declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct. Executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, California.

---

Name of Applicant

Address of Proposed Lot Split

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Name of Applicant's Authorized Representative

Assessor's Parcel Number

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Signature of Applicant's Authorized Representative



# **AFFIDAVIT FOR INDIVIDUAL APPLICANT**

**City of Clovis**  
**Senate Bill 9 (SB-9) Lot Split Affidavit - Individual Applicant**

**EXISTING HOUSE TO REMAIN:**

I, the undersigned, have applied for an SB-9 lot split pursuant to Government Code section 66411.7. As required by Government Code section 66411.7, subd. (g)(1), I hereby declare my intent to occupy one of the existing housing units on the property identified below as my principal residence for a minimum of three (3) years from the date of the approval of the SB-9 lot split.

I declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct. Executed this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, at \_\_\_\_\_, California.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Address of Proposed Lot Split

\_\_\_\_\_  
Assessor's Parcel Number

**NO EXISTING HOUSE/DEMOLISH EXISTING HOUSE AT TIME OF SB-9 LOT SPLIT:**

I, the undersigned, have applied for an SB-9 lot split pursuant to Government Code section 66411.7. I hereby declare that at the time of the SB-9 lot split application no housing unit currently exists on the property or no existing housing unit on the property will be available for occupancy as my principal residence at the time of approval of the SB-9 lot split. Accordingly, as required by Government Code section 66411.7, subd. (g)(1), I hereby declare my intent to occupy a new housing unit completed on either lot after the approval of the SB-9 lot split for a minimum of three (3) years from the date of the final approval of occupancy of a new housing unit completed on either lot after the approval of the SB-9 lot split.

I declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct. Executed this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, at \_\_\_\_\_, California.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Address of Proposed Lot Split

\_\_\_\_\_  
Assessor's Parcel Number