



# City of Clovis

## Department of Planning and Development Services

CITY HALL · 1033 FIFTH STREET · CLOVIS, CA 93612

### 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;
- 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.

#### **PUBLIC HEARING:**

Prior to decision, a public hearing must be held in accordance with the Subdivision Map Act to notify property owners within 300 feet (or greater) of the proposed division of land. The Planning Department will obtain the names and addresses of the owners.

The applicant or a designated representative is required to appear at each public hearing held by Planning Division staff. 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 Site Plan Review 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
<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	
<b>Tentative Parcel Maps</b>	<b>\$7,424</b>	
SB9 - Tentative Parcel Maps	\$6,610	
<b>Final Parcel Maps</b>	<b>\$2,329</b>	<b>+ \$55/Lot or Unit</b>
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

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

## **ENVIRONMENTAL ASSESSMENT QUESTIONNAIRE**

A “NO” answer to any of the following questions will require that an environmental assessment questionnaire be filled out (a fee is charged for the assessment).

1. Does the proposed parcel map consist of the division of property in urbanized areas zoned for residential, commercial or industrial use into four or fewer parcels?  

YES \_\_\_\_\_ NO \_\_\_\_\_
  
2. Is the proposed parcel map in conformance with the City of Clovis General Plan and Zone Map?  

YES \_\_\_\_\_ NO \_\_\_\_\_
  
3. Is the proposed parcel map in compliance with all development standards of the zoning ordinance requiring no variance deviation?  

YES \_\_\_\_\_ NO \_\_\_\_\_
  
4. Are all services and access to the proposed parcels available and do they meet local standards?  

YES \_\_\_\_\_ NO \_\_\_\_\_
  
5. Has the subject property not been a part of a parcel map division during the last two years?  

YES \_\_\_\_\_ NO \_\_\_\_\_
  
6. Do the proposed parcels have a slope of less than 20%?  

YES \_\_\_\_\_ NO \_\_\_\_\_