



# City of Clovis

## Department of Planning and Development Services

CITY HALL · 1033 FIFTH STREET · CLOVIS, CA 93612

### VARIANCE

#### 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 VARIANCE**

#### **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 Initial Environmental Study form;
- Completed Findings of Fact sheet;
- Preliminary Title Report no more than 30 days old that covers the entire property being considered for a variance;
- Legal Description (must be submitted in MS Word format) of property area to be covered by variance;
- Filing fees and environmental assessment fee as listed in the Planning Fee Schedule;
- County Assessor's Parcel Map that shows the properties involved outlined in red;
- Site plan and:
  - a. If applicable, floor plans of all proposed buildings, and;
  - b. If applicable, exterior building elevations, and;
- In all cases, a site plan for the project will be required and must include, but not necessarily be limited to, the following:
  - a. The scale of the drawing and north indicator;
  - b. The street address of the property involved, 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, signs, landscaping, and improvements;
  - d. An elevation sketch of all existing and proposed signs, fences, and structures, including dimensions and height above the ground;
  - e. The location of all off-street parking and loading facilities, including driveways, individual parking and loading zones, points of ingress and egress, median strips, and traffic islands;
  - f. Any other information or data that the applicant or Planning Director deems necessary for proper consideration of the application;
- Special studies may be required for the application to be deemed complete. The following is an example of the required studies and **it is recommended that the applicant consult with the City prior to submitting.**
  - o Greenhouse Gas/Air Quality
  - o Traffic
  - o Biological

- Cultural Analysis including Cultural Historical Resources Information System (CHRIS) report
  - Water
  - Sewer
  - Noise
  - Vehicle-Miles-Traveled
- 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.

**APPEALS:**

The approval of a variance application, including the conditions of approval, may be appealed to the City of Clovis City Council by any interested party. Any appeal to the City Council 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	
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	



# CITY OF CLOVIS

Department of Planning and Development Services  
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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



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## Initial Environmental Study

This study is designed to provide accurate and objective data to facilitate an environmental assessment. There is no need to limit your answers to the space provided; additional sheets may be attached. Clarity and completeness in your responses will aid in the review and evaluation of your application.

### I. Project Description:

A. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Location of Project: \_\_\_\_\_

B. Nature of Request: \_\_\_\_\_

Proposed Physical Improvements (Map Acceptable):

Proposed Buildings: \_\_\_\_\_

Proposed Roads: \_\_\_\_\_

Proposed Grading and Removal of Vegetation: \_\_\_\_\_

Proposed Landscaping: \_\_\_\_\_

Other Equipment to be Installed: \_\_\_\_\_

Anticipated Hours of Operation: \_\_\_\_\_

Do you own adjacent properties? (If yes, list APN): \_\_\_\_\_

If development will be phased, depict phasing: \_\_\_\_\_

**II. Site Characteristics**

A. Hydrology (Map Acceptable):

Location of natural drainage patterns on property: \_\_\_\_\_

\_\_\_\_\_

Location of water courses on property: \_\_\_\_\_

\_\_\_\_\_

Is any portion of the project in a flood prone area? \_\_\_\_\_

\_\_\_\_\_

Are there any wells on site? \_\_\_\_\_

\_\_\_\_\_

B. Soil Characteristics:

\_\_\_\_\_

C. Vegetation / Description of Vegetation Cover (Map Acceptable):

\_\_\_\_\_

\_\_\_\_\_

D. Other:

Present Land Use: \_\_\_\_\_

\_\_\_\_\_

Existing Physical Improvements – including water, sewage, roads, lighting and buildings:

\_\_\_\_\_

\_\_\_\_\_

**III. Surrounding Land Uses (Map Acceptable):**

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

General Land Use in Area: \_\_\_\_\_

\_\_\_\_\_

Nearby Services: \_\_\_\_\_

Nearby Development: \_\_\_\_\_

\_\_\_\_\_

Nearby Water Courses or Bodies of Water: \_\_\_\_\_



**IV. Environmental Impacts of the Proposed Project:**

A. Effects on the Site:

Soils (including prime agricultural soils to be removed from production): \_\_\_\_\_

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Vegetation (including amount to be removed if any): \_\_\_\_\_

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Hydrology (changes in drainage patterns and amount of runoff): \_\_\_\_\_

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Visual Impacts (how will the site look different?): \_\_\_\_\_

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B. Effects on Surrounding Areas:

Traffic (how much traffic will be generated by the project?): \_\_\_\_\_

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Noise (will any part of the project cause increases in noise levels?): \_\_\_\_\_

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Visual Impacts (distance of visibility of project in all directions): \_\_\_\_\_

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Air Quality (will there be any discharge into the atmosphere?): \_\_\_\_\_

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Water Quality (will water quality be decreased?): \_\_\_\_\_

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Growth Inducing Impacts (will the project encourage further development in the area or set a precedent for higher densities?): \_\_\_\_\_

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**V. Mitigation Measures:**

Detail the specific mitigation measures that are needed, including energy conservation measures, to lessen the unfavorable effects (if any) of your project on the environment:

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To the best of my knowledge, the foregoing information is true. I understand that any changes as a result of either inaccuracies or project modifications may necessitate additional environmental assessment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## FINDINGS OF FACT

Section 65906 of the State Planning Law states that: Variance/Minor Deviation from the terms of the zoning ordinance shall be granted only when, because of special circumstances applicable to the property, including size, shape, topography, location of surroundings, the strict application of the zoning ordinance deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification.

The Clovis City Code requires that before a VARIANCE/MINOR DEVIATION may be granted, the applicant must show by statements, plans and other evidence, the following:

**Finding 1:** Such variance/minor deviation is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity and zoning district and unavailable to the property for which the variance or minor deviation is sought.

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**Finding 2:** The granting of the variance/minor deviation will not be detrimental to the public health, safety, or welfare, or injurious to the property or improvements in the vicinity and zoning district in which the property is located.

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**Finding 3:** The granting of the variance/minor deviation will not constitute a special privilege inconsistent with the limitations upon other property in the vicinity and zoning district in which the property is located.

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**Finding 4:** The granting of the variance/minor deviation will not allow a use or activity which is not otherwise expressly authorized by the regulations governing the subject parcel.

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**Finding 5:** The granting of such variance/minor deviation will not be contrary to the objectives of the General Plan.

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***Questions regarding this or any other Planning Application should be directed to Planning Division Staff.***