

**CITY OF CLOVIS  
1033 FIFTH STREET  
CLOVIS, CA 93612  
(559) 324-2340**

**APPLICATION FOR DIRECTOR REVIEW AND APPROVAL**

**INSTRUCTIONS TO APPLICANT**

The applicant must complete the master application and submit all required information and exhibits before the application can be accepted for filing by the Planning Department.

Materials and Exhibits Required to be Filed:

- 1.) One (1) complete copy of the application form.
  - a.) Fees as established by the City Council.
- 2.) Four (4) copies of a site plan.
- 3.) Legal description of the property and a preliminary title report, not over 30 days old or a lot book report.

**PROCEDURE BY PLANNING DIRECTOR**

When processing the Director Review and Approval, the Planning Director will consider such factors as:

- 1.) Is the proposed use suitable for the location.
- 2.) Will traffic generated by the proposed use create any hardship.
- 3.) Will the proposed use be detrimental to the development and the immediate neighborhood.

Owners within 300 feet will be notified of the Directors decision. The decision will become effective after a fifteen-(15) day appeal period.

All plans or exhibits submitted shall be drawn and dimensioned to a reasonable scale in a legible fashion on a standard sheet size and **folded** to a maximum size of 8 ½" x 13".

In all cases, the following information shall be included in the appropriate drawings when submitting for Director Review and Approval.

- a) Lot dimensions;
- b) All buildings and structures and their location, size in which the proposed use will be conducted at or in;
- c) Yards and spaces between buildings;
- d) Walls and fences and their location, height and material;
- e) Off-street parking and its locations, number of spaces and dimensions of parking area and internal circulation pattern;
- f) Access, pedestrian, vehicular and service points of ingress and egress;
- g) Location of trash pickup facilities and screening;
- h) Location, species and maturity of landscaping;
- i) Sidewalk, curb and gutter – existing and/or proposed.