



# *City of Clovis*

## *Department of Planning and Development Services*

*CITY HALL · 1033 FIFTH STREET · CLOVIS, CA 93612*

### **Application for Site Plan Review**

#### Filing Requirements and Instructions to Applicant

The Clovis Municipal Code requires that Site Plan Review (SPR) applications be filed for Planning Division review, approval, modifications or denial prior to construction or modification of buildings and vacant sites for all multi-residential, commercial, industrial structures and some single family proposals. When filing your application for Site Plan Review, please complete the attached application form and submit all requested information and exhibits. Processing of your application may be delayed unless all requested materials are presented at the time of filing. Processing fees are based on the current City of Clovis fee schedule.

#### Materials and Exhibits Required for Filing an Application

One (1) complete copy of the application form accompanied by the following

#### Items required for new construction and building additions

- Legal description of the property and a “Preliminary Title Report”, not more than 30 days old;
- “Notarized Letter of Agency” if the applicant is **not** the owner of the property in question;
- Sixteen (16) copies of the site plan;
- Six (6) copies of the floor plans of all proposed buildings;
- Six (6) copies of all exterior elevations for all buildings;
- Two (2) landscape plans for all proposed and/or modified landscape areas;
- Color and materials board for building elevations.

#### Items required for exterior amendments

- Legal description of the property and a “Preliminary Title Report”, not more than 30 days old;
- “Notarized Letter of Agency” if the applicant is **not** the owner of the property in question;
- Four (4) copies of the site plan;
- Four (4) copies of floor plans of all proposed buildings;
- Four (4) copies of all exterior elevations for all buildings;
- Recent definitive photographs of the existing property/building(s);
- Color and materials board for building elevations.

All plans or exhibits to be filed shall be drawn and dimensioned to a reasonable scale in a legible fashion on a recommended standard sheet size of 18” x 24” or 24” x 36”, and folded to an approximate size of 8” x 14”.  
**(DRAWINGS MUST BE FOLDED)**

1. In all cases, the following information should be included in the appropriate drawings when filing for Site Plan Review:

- a. Lot dimensions, “north (^) arrow”, Assessors Parcel Number, street address (if assigned), tract and lot number(s), if applicable.
  - b. All buildings and structures, their locations and dimensions, elevations, size, height, and identifying proposed use(s), such as dwelling units, carports, or garages;
  - c. Yards and space(s) between buildings;
  - d. Walls and fences and their locations, height and materials;
  - e. Off-street parking and locations, number of spaces and dimensions of parking area(s) and internal circulation pattern;
  - f. Pedestrian/vehicular access, and service points of ingress and egress, and internal circulation;
  - g. The locations, size, face area, and height of existing and proposed signs (dimensioned to the top of sign);
  - h. Loading zone locations, dimensions, number of spaces and internal circulation;
  - i. All proposed freestanding pole and building mounted lighting fixtures, methods proposed to screen lighting from illuminating adjoining properties, and a manufacturer’s specifications sheet detailing the type of light fixtures proposed;
  - j. Street dedications and improvements;
  - k. Location of trash enclosure(s) and pick-up points, and screening;
  - l. Locations, species, and maturity of existing/proposed landscaping;
  - m. Existing utilities serving the site and locations;
  - n. Composition of materials comprising building exterior surfaces;
  - o. Adjacent public rights-of-way, including median island details where applicable;
  - p. Denoting uses of adjoining properties;
  - q. Proposed finished surfaces of all paved areas;
  - r. Proposed ground coverings for underdeveloped areas (e.g., “gravel”);
  - s. Any phasing of a project, if not to be completed simultaneously;
  - t. Location(s) of any roof-mounted equipment, and proposed design methods to integrate and screen their locations into the design of the building(s);
  - u. Location of address identification number on the building(s);
  - v. Mail delivery system and location of mail boxes;
  - w. Location of irrigation systems for landscaping;
  - x. Indicate size, location, and number of water service desired;
  - y. All existing and proposed easements;
  - z. Show on the exterior elevations, the locations and sizes of all proposed roof-mounted equipment and materials, providing specifications proposed to screen the equipment.
2. A description of the types of building materials proposed for the structure(s), such as “cinder block”, “prefabricated aluminum”, etc.
  3. A statement of proposed uses of the building(s), sufficiently defined to assist Building Division and Fire Department analysis of building safety related to the type of proposed uses.
  4. Prior to filing application, it is suggested the following information verified:
    - Flood hazard requirements;
    - City and State building and fire safety codes;
    - Setback and building heights meeting zoning requirements;
    - Proposed uses are in compliance with zoning.

*If you have any questions, please contact the Planning Division at (559) 324-2340.*