



City of Clovis

Department of Planning and Development Services
CITY HALL · 1033 FIFTH STREET · CLOVIS, CA 93612

TENTATIVE TRACT 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 TRACT MAP:

- Fully completed City of Clovis Planning Division Master Application.
- Sixteen (16) **FOLDED** copies of the tentative tract map. All maps must be folded to a size no greater than 8½" x 11" or application will not be accepted. Additional copies will be required prior to the City Council meeting.
- One (1) 8½"x11" reduction of the Tentative Tract Map exhibit.
- Digital copy of the Tentative Tract Map exhibit in JPG or .PDF format.
- Legal Description (must be submitted on disk in MS Word 2000 format) and Preliminary Title Report no more than 90 days old that covers the entire property being considered for a tentative tract map.
- A Notarized Letter of Agency signed by the current property owner if not the same as the applicant.
- Filing fee as listed in the Planning Fee Schedule.
- A copy of any proposed conditions, covenants, and restrictions.
- During the review process, a check for the environmental filing fee to the County Clerk may be required depending upon the level of review.
- 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.
 - a. Global Climate Change (Greenhouse Gas)
 - b. Air Quality
 - c. Traffic
 - d. Biological
 - e. Cultural

NOTE: All tentative tract map exhibits must be fully dimensioned and include lot areas, adjacent lotting and circulation patterns, public right-of-way dedications, notation of existing improvements and landmarks, location and species of existing trees, setback dimensions of any existing structures, cross sections of any special landscape easement or fence treatment, notation of any areas where a greater than six-inch grade differentiation will occur, list of individuals comprising any company or corporation, vicinity map, and legal description of exterior boundary of proposal.

Questions regarding this or any other Planning Application should be directed to (559) 324-2340.