



# 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:

- Fully completed City of Clovis Planning Division Master Application.
- One copy of a completed Initial Environmental Study form.
- Fully completed Findings of Fact sheet.
- Legal Description (must be submitted on disk in MS Word format) and Preliminary Title Report no more than 90 days old that covers the entire property being considered for a variance.
- Digital copy of any exhibits submitted in JPG format.
- 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.
- One copy of the County Assessor's Parcel Map that shows the properties involved outlined in red.
- Six (6) copies of the site plan and:
  - a. If applicable, three (3) copies of floor plans of all proposed buildings, and;
  - b. If applicable, three (3) copies of exterior building elevations, and;
  - c. One (1) electronic copy of each of the above items in a .JPG or .PDF format.
- 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.
- 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

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

City Manager (559) 324-2060 · Community Services 324-2750 · Finance 324-2101 · Fire 324-2200  
General Services 324-2735 · Planning & Development Services 324-2340 · Police 324-2400 · Public Utilities 324-2600