



City of Clovis DEVELOPMENT REVIEW COMMITTEE (DRC) APPLICATION

City Hall, 1033 Fifth Street, Clovis, California 93612 / (559) 324-2340

The Development Review Committee is a pre-application meeting scheduled between developers and City Staff. It is a service provided, without cost, which is intended to encourage discussion on potential development projects. City representatives on the Development Review Committee include representatives from the Fire, Police, Planning, Building, and Public Works Departments, in addition to the Clovis Community Development Agency. The County Health Department, as well as other outside agencies, may also be invited to attend the Development Review Committee meeting.

As a general rule, the Development Review Committee meets every other Wednesday. If you wish to have your proposal reviewed with the Development Review Committee, you should submit eleven (11) **folded** copies of your plans, maximum size of 8.5" x 14", and the application form. A time will be scheduled for you after the City has had a chance to review your application. Please note that the more detailed the submittal the more complete the City's response will be.

A written list of comments will be presented to you at the DRC meeting. Please keep in mind the list of comments is not meant to be an inclusive guideline, but only a list of suggestions, which may be in your best interest to examine closely.

NAME: _____
MAILING ADDRESS: _____
PHONE: _____ E-MAIL: _____

PROPOSED USE: _____

SIZE OF PROPERTY: _____
ASSESSOR'S PARCEL NUMBER: _____
EXISTING BUILDINGS: _____
PROJECT LOCATION: _____

FILE NUMBER: DRC _____

All submitted plans should try to include the following items:

1. Scale of drawing (Engineering or Architectural scale).
2. North arrow (pointing to top of paper).
3. Name of property owner.
4. Existing uses and structures on the property.
5. Names of adjacent streets.
6. Correct location of centerlines of adjacent streets.
7. Correct location of property line.
8. If available, one copy of floor plans and elevations.
9. Indicate the land use of adjacent property.
10. Any existing off-site improvements (i.e. driveway approaches, fire hydrants, etc.).
11. Lotting pattern of adjacent parcels.

Should you have any questions, please feel free to contact the Planning Division at (559) 324-2340.